



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: SO0004	
JOB TITLE: Student Worker I, Financial Aid Specialist I	College Work Study Position
DEPARTMENT: Financial Aid – System Office	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: up to 20 hours per/wk.

POSITION SUMMARY

This position will support the System's Financial Aid Department with miscellaneous office tasks on the University Park campus. Duties to include: assisting with making copies, mail distribution, filing, labeling, scanning, organizing, and inventory of the supply room, etc.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Mail department information
7. Maintain inventory

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Working knowledge of general office procedures and practices

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing