



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: SO00006	
JOB TITLE: Student Worker II, Financial Aid Specialist II	College Work Study Position
DEPARTMENT: Financial Aid – Systems Office	PAY: 8.74 per/hr.
CAMPUS: LSC-University Park	HOURS: up to 20 per/wk.

POSITION SUMMARY

This position will support the System's Financial Aid Department with miscellaneous office tasks at the UP location. Duties to include: assisting with making copies, mail distribution, filing, labeling, scanning, and general office tasks; responsible for assuring quality and proper indexing of documents in the software database; provide general information in person or over the phone; and organizing and inventory of supply room. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Send standardized department emails
11. Maintain inventory
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
17. Interpret regulations and policies
18. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices

- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing