



**LONE STAR COLLEGE SYSTEM
COLLEGE WORK STUDY JOB DESCRIPTION**

Financial Aid

POSITION NUMBER: SO00014	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Records & Enrollment Services	PAY: 7.54 per/hr.
CAMPUS: LSC-System Office	HOURS: 16.5-18 per/wk.

POSITION SUMMARY

This position will support other staff by performing task oriented duties, while providing clerical, administrative, and operation support under general supervision. Responsible for various functions including, but limited to, transcript evaluation, data entry, degree auditing, and scanning/indexing documents. Position helps to ensure that consistent practices are followed throughout Lone Star College. Responsible for maintaining data integrity by auditing own work.

PRIMARY RESPONSIBILITIES

1. Answering phones, taking messages, redirecting calls
2. Scanning and/or shredding
3. Record maintenance, preparation and review of forms, data entry
4. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- 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 multi-task
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing