



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: SO00017	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: External & Employer Relations	PAY: 7.54 per/hr.
CAMPUS: LSC-System Office	HOURS: 19 per/wk.

POSITION SUMMARY

This position will perform general office duties to support day to day operations of the department. Job duties will include answering phones, make copies, printing, preparing materials for large meetings for executive leadership. Responsible for maintaining organization of the office that includes creating binders and files, filing documents, and shredding. Additional duties will include scheduling reservations and meetings. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Event preparation and support
12. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings

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