



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: SO00018	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: SO UP-Facilities and Construction	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: 19.5 per/wk.

POSITION SUMMARY

The position will include scanning paper documents, saving the files to the shared drive in the appropriate folders, and tagging the paper files for shredding. The applicant will use a desktop scanner connected to a desktop computer to scan and save the files. Light lifting of paper documents is required. There may be some filing required for documents that need to be retained in the paper format.

PRIMARY RESPONSIBILITIES

1. Filing
2. Scanning and/or shredding
3. Record maintenance, preparation and review of forms, data entry

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

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

USE OF EQUIPMENT AND MACHINERY

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