



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TB00010	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: ROaDI	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: up to 19.5per/wk.

POSITION SUMMARY

This position will provide support to ROaDI department. Duties to include assisting with recruitment, admissions, orientation, registration initiatives, data entry, campus tours and visits, event preparation and execution, special events on and off campus, student panels, calling campaigns, and campus-wide representation. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Maintain inventory
7. Set up learning environment (such as labs, classrooms, etc.)
8. Event preparation and support
9. Maintain knowledge of multiple programs
10. Provide limited technology support to end users
11. Guided tours

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year 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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing