



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

Financial Aid

POSITION NUMBER: TC00012	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Honors College	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Honors College. Duties to include checking students in and out of the Honors Student Center; maintaining and/or processing records; answering phones, taking messages, and redirecting callers. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Answering phones, taking messages, redirecting calls
2. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Communication skills (written and/or oral)