



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00013	
JOB TITLE: Student Worker I, Financial Aid Specialist	College Work Study Position
DEPARTMENT: Financial Aid	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Financial Aid Department. Duties to include filing, printing, copying, answering phones, scanning, data entry, processing confidential information, and completing or assisting with assignments issued by the FA Director and/or staff. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Scanning and/or shredding
4. Provide handouts and/or forms to customers
5. Collect and record data
6. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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