



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00015	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: COTE(Center for Organizational and Teaching Excellence)	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Center for Organizational and Teaching Excellence (COTE) Department and will assist with various task-related technology and media support. Duties to include file handling and transfer, helping to setup video equipment, basic layout and design, as well as some simple video editing.

PRIMARY RESPONSIBILITIES

1. Copying
2. Scanning and/or shredding
3. Provide general information related to the department
4. Maintain inventory
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
8. Maintain knowledge of multiple programs

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- 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

