



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER: TC00020</b>	
<b>JOB TITLE: Student Worker III, FA Specialist III</b>	College Work Study Position
<b>DEPARTMENT: Financial Aid</b>	<b>PAY: 10.40 per/hr.</b>
<b>CAMPUS: LSC-Tomball</b>	<b>HOURS: 19.5 per/wk.</b>

### POSITION SUMMARY

This position will support the Financial Aid Department. Duties to include answering financial aid questions, assisting with financial aid verification and FAFSA applications, SAP, signing students into the Who's Next Program, filing printing, copying, answering phones, scanning, data entry, and processing confidential information. Required to provide high level information. 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. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Set up learning environment (such as labs, classrooms, etc.)
12. Event preparation and support
13. Collect and record data
14. Tutor, ability to take lecture notes, act as scribe, and proof read
15. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
16. Guided tours
17. Interpret regulations and policies
18. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

### KNOWLEDGE SKILLS AND ABILITIES

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

- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

### **USE OF EQUIPMENT AND MACHINERY**

- Pushing or pulling carts or other such objects
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing