



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

Financial Aid

POSITION NUMBER: TC00021	
JOB TITLE: Student Worker II, OTS Specialist II	College Work Study Position
DEPARTMENT: Technology Center	PAY: 8.74 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This positions will assist with various tasks related to the technology and media support within the Instructional Technology Center. Duties will include video equipment setup, basic and some advanced video editing, basic layout and design, and studio preparation. Will work with and assist diverse groups.

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
9. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational 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
- 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

