



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00024	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Music	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 10 – 15 hours per/wk.

POSITION SUMMARY

This position will support the Music Department. This position will help to coordinate events, manage certain kinds of student communication, provide leadership, and help maintain the music library. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Send standardized department emails
6. Maintain inventory
7. Event preparation and support
8. Prepare reports
9. Maintain existing library by cataloguing new scores by focal forces, alpha, and title

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- 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

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing

