



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER: TC00026</b>	
<b>JOB TITLE: Student Worker I, Administrative Specialist I</b>	College Work Study Position
<b>DEPARTMENT: Art, Business, Behavioral Science, Social Science</b>	<b>PAY: 7.54 per/hr.</b>
<b>CAMPUS: LSC-Tomball</b>	<b>HOURS: 19.5 per/wk.</b>

### POSITION SUMMARY

This position will provide support to the ABBSSS Division Department Chairs and Coordinators. Clerical duties to include filing, copying, answering phone calls, taking messages, end of semester check-out processes, maintaining syllabi, checking inventory of supplies, and directs students entering the office. 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. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Collect and record data
13. Maintain and/or process records

### 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**

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing