



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

Financial Aid

POSITION NUMBER: TC00027	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Office of Technology Services - OTS	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the OTS Department. Duties to include: receiving and responding to incoming calls, pages, and/or emails regarding PC and/or hardware problems; assist in developing and maintaining inventory of monitors, keyboards, hard drives, modems, printers, etc.; install, configures, tests, maintains, and troubleshoots minor Level 1 end user workstation hardware; and document instances of hardware failure, repair, installation and removal. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Record maintenance, preparation and review of forms, data entry
2. Maintain inventory
3. Set up learning environment (such as labs, classrooms, etc.)
4. Check out equipment
5. Collect and record data
6. Provide limited technology support to end users
7. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills

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