



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00028	
JOB TITLE: Student Worker I, Digital Media Specialist I	College Work Study Position
DEPARTMENT: College Relations	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the College Relations department by assisting with the development of videos that support and encourage student engagement. Duties to include: entering data updates into the System website program; some videotaping, creating social media posts, simple video editing, and photography; and assisting at programs and events hosted by the College. Knowledge of IOS preferred. 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. Answering phones, taking messages, redirecting calls
2. Scanning and/or shredding
3. Provide general information related to the department
4. Record maintenance, preparation and review of forms, data entry
5. Send standardized department emails
6. Provide handouts and/or forms to customers
7. Prepare reports
8. Collect and record data
9. Interpret regulations and policies

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)
- 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