



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

Financial Aid

POSITION NUMBER: TC00029	
JOB TITLE: Student Worker II, Photographer Specialist II	College Work Study Position
DEPARTMENT: College Relations	PAY: 8.74 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the College Relations Department by assisting with the digital media activities for the college. Duties to include: photographing events, programs and individuals to encourage student engagement; possibly some videotaping, creating social media posts, photography editing; and assisting at special programs and events the college may host. Must have knowledge of Adobe Creative Suite. 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. Event preparation and support
8. Prepare reports
9. Collect and record data
10. Maintain knowledge of multiple programs
11. Provide limited technology support to end users
12. Interpret regulations and policies

REQUIRED QUALIFICATIONS

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