



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC00002	
<b>JOB TITLE:</b> Student Worker II, Student Life Specialist	College Work Study Position
<b>DEPARTMENT:</b> Student Life	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> 18.5 per/wk.

### POSITION SUMMARY

This position provides support to the Student Life Department. Will assist with set-up and clean-up before and after program events. Will also perform clerical duties such as answering phones and using Microsoft Office (Word, Excel, and PowerPoint) to complete tasks. Additional duties include giving short presentations about programs and services offered by the Office of Student Life to visiting students. 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. Send standardized department emails
11. Provide handouts and/or forms to customers
12. Maintain inventory
13. Set up learning environment (such as labs, classrooms, etc.)
14. Check out equipment
15. Prepare reports
16. Event preparation and support
17. Collect and record data
18. Maintain knowledge of multiple programs
19. Provide limited technology support to end users
20. Guided tours
21. Maintain and/or process records

### REQUIRED QUALIFICATIONS

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

## **KNOWLEDGE SKILLS AND ABILITIES**

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- Analytical and problem solving skills
- Ability to multi-task
- 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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing