



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00030	
JOB TITLE: Events Assistant	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 provide support to the College Relations Department. Duties to include: assisting with various aspects of shelving and filing marketing material; copying, filing, and data entry, and basic general office duties. Required to provide high level information. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Send standardized department emails
6. Provide handouts and/or forms to customers
7. Prepare reports
8. Collect and record data

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.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing

