



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER: TC00031</b>	
<b>JOB TITLE: Student Worker II, Nursing Lab Specialist II</b>	College Work Study Position
<b>DEPARTMENT: Nursing</b>	<b>PAY: 8.74 per/hr.</b>
<b>CAMPUS: LSC-Tomball</b>	<b>HOURS: 8 - 15 per/wk.</b>

### POSITION SUMMARY

This position will support the Nursing Lab department under the direct supervision of the department's lab coordinator. Perform routine duties of a support nature for the nursing department's skills laboratory. May interact with a high volume of customers. Will work with and assist diverse groups. Provide general information regarding the skills lab, and with minimal direction, ensures accuracy of data or information. Typical duties include: recording maintenance activities; cleaning and care of equipment; assisting with preparation for lab lessons; stocking/inventory supplies; the gathering, staging and setting up equipment; and simple problem solving.

### PRIMARY RESPONSIBILITIES

1. Provide general information related to the department
2. Record maintenance, preparation and review of forms, data entry
3. Provide handouts and/or forms to customers
4. Maintain inventory
5. Set up learning environment (such as labs, classrooms, etc.)
6. Check out equipment
7. Event preparation and support
8. Collect and record data
9. Maintain knowledge of multiple programs
10. Provide limited technology support to end users
11. Interpret regulations and policies
12. 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
- 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
- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use computer for word processing
- Use or repair small/light equipment such as power tools