



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00034	
JOB TITLE: Student Worker II, Lab Specialist II	College Work Study Position
DEPARTMENT: Assistive Technology Lab	PAY: PAY: 8.74 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Assistive Technology Lab. Duties to include: taking notes in a classroom setting and record documents for students with disabilities; assist with filing, copying, faxing, scanning, and/or shredding; collect and record data; prepare reports; maintain and/or process records; and provide limited technology support to end users. 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. Record maintenance, preparation and review of forms, data entry
8. Maintain inventory
9. Prepare reports
10. Collect and record data
11. Provide limited technology support to end users
12. Tutor, ability to take lecture notes, act as scribe, and proof read
13. 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)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing