



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00035	
JOB TITLE: Student Worker II, Lab Specialist II	College Work Study Position
DEPARTMENT: Pharmacy Technology	PAY: PAY: 8.74 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Pharmacy Technology Department by assisting with the acclimation of the new pharmacy lab facilities and the ACPE program development. Student will assist with general tasks in the community pharmacy practice, institutional pharmacy practice, and sterile compounding labs including assisting with lab preparation, washing glassware, and lab clean-up. Student should have at least 1 semester of College Biology or Chemistry including lab or the equivalent experience. May interact one-on-one with students. 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. Set up learning environment (such as labs, classrooms, etc.)
10. Check out equipment
11. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Guided tours

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)
- 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