



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00037	
JOB TITLE: Student Worker II, Administrative Specialist II	College Work Study Position
DEPARTMENT: Honors College	PAY: PAY: 8.74 per/hr.
CAMPUS: LSC-Tomball	HOURS: 10-15 per/wk.

POSITION SUMMARY

This position will support the Honor's College with data tracking and disseminating information. Duties to include: organize on campus conferences from putting together programs to contacting participants; data tracking of student grades and honors credit; mass mailings and emails for Honors recruitment; train students as moderators and emissaries for THC; be first point of contact and provide general information about THC. Student must be versed in word, excel, and power point. Required to provide high level information. 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. 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. Event preparation and support
16. Collect and record data
17. Maintain knowledge of multiple programs
18. Provide limited technology support to end users
19. Tutor, ability to take lecture notes, act as scribe, and proof read
20. 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
- Ability to sort, merge, and complete mass mailings
- 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