



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC000039	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Office of Student Life	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Office of Student Life by assisting with various technology and administrative tasks. Duties will include file handling and transfer. Knowledge of MS office to create spreadsheets and WORD Documents, as well as some basic graphic design tasks. Will interact one-on-one with students and in groups. Will interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Faxing
3. Scanning and/or shredding
4. Provide general information related to the department
5. Send standardized department emails
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Check out equipment

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)
- Ability to multi-task

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