



**LONE STAR COLLEGE SYSTEM  
COLLEGE WORK STUDY JOB DESCRIPTION**

**Financial Aid**

<b>POSITION NUMBER:</b> TC 00003	
<b>JOB TITLE:</b> Student Worker I, Lab Specialist	College Work Study Position
<b>DEPARTMENT:</b> Disability Lab	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> up to 19.5 hours per/wk.

**POSITION SUMMARY**

May interact one-on-one with students. Will work with and assist diverse groups. This position includes attending classes and taking notes for students under Disability Services who have an accommodation for a note taker.

**PRIMARY RESPONSIBILITIES**

1. Filing
2. Copying
3. Provide general information related to the department
4. Tutor, ability to take lecture notes, act as scribe, and proof read
5. Interpret regulations and policies
6. Maintain and/or process records

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 0-1 Year experience

**KNOWLEDGE SKILLS AND ABILITIES**

- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)

**USE OF EQUIPMENT AND MACHINERY**

- Use computer for word processing