



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: TC00040 | |
| 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

These positions will assist with various tasks related to video/media support within the Office of Student Life. Duties will include video equipment setup, basic, and some advanced, video editing, basic layout and design, and create content for social media. Will interact one-on-one with students. Will interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

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