



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC000041	
<b>JOB TITLE:</b> Student Worker I, Administrative I	College Work Study Position
<b>DEPARTMENT:</b> Office of Student Life	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

Provide support to the Office of Student Life to create social media content that encourages student engagement. These duties will include: some videotaping, create social media posts, simple video editing and photography, and assisting with programs and events hosted by Student Life and assist with website updates. Knowledge of IOS is preferred. 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)

### 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