



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00042	
JOB TITLE: Student Worker I,	Administrative Specialist I
DEPARTMENT: Admissions and Records	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

Duties include assist with filling, shredding, and assist in the Admissions lab. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Scanning and/or shredding
4. Provide handouts and/or forms to customers
5. Maintain inventory
6. Maintain knowledge of multiple programs
7. Provide limited technology support to end users
8. Maintain and/or process records

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system