



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: TC00043 | |
| JOB TITLE: Student Worker I, | Administrative Specialist I |
| DEPARTMENT: Center for Leadership, Academic, Student Success (CLASS) | PAY: 7.54 per/hr. |
| CAMPUS: LSC-Tomball | HOURS: 19.5 per/wk. |

POSITION SUMMARY

This position will provide support to the Center for Leadership, Academic and student Success (CLASS). Duties include answering phones, greeting visitors, processing confidential information, filing, printing, copying, and completing or assisting with assignments issued by the CLASS Program Manager. Additional duties may include assisting with recruitment efforts. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Maintain inventory
7. Check out equipment
8. Event preparation and support
9. Provide limited technology support to end users
10. Guided tours

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Organizational skills
- Working knowledge of general office procedures and practices
- Ability to multi-task

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
- Use computer for word processing