



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC00047	
<b>JOB TITLE:</b> Student Worker II,	Administrative Specialist II
<b>DEPARTMENT:</b> WorkForce	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> 10 per/wk minimum

### POSITION SUMMARY

Provide clerical support to ensure efficient operation of the Workforce department. Primary duties include: answer and direct phone calls, make outgoing calls, take and organize messages, send emails, make copies, check and/or enter data, filing, provide guided tours, and communicate with students. May interact one-on-one with students. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Mail department information
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Event preparation and support
11. Collect and record data
12. Maintain knowledge of multiple programs
13. Guided tours

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 3 years of related work 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
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

### USE OF EQUIPMENT AND MACHINERY

- Standing for two or more hours

- Ability to distinguish colors