



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC000048	
<b>JOB TITLE:</b> Family Literacy Specialist	College Work Study Position
<b>DEPARTMENT:</b> Library	<b>PAY:</b> 10.40 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> 8 to 19.5 per/wk.

### POSITION SUMMARY

This position will support the library and/or day care center by encouraging children to learn through reading, writing, listening, playing, and doing hand-on activities. Duties to include: developing activities that introduce math or literacy concepts; organize and participate in activities; develop culturally appropriate activities; observe, supervise and monitor the safety of the children in your care; watch for signs of emotional problems in children and bring to the attention of the immediate supervisor; support children's emotional and social development; recommend measures to control behavior; and be familiar with emergency procedures.

### PRIMARY RESPONSIBILITIES

1. Faxing
2. Provide general information related to the department
3. Send standardized department emails
4. Provide handouts and/or forms to customers
5. Set up learning environment (such as labs, classrooms, etc.)
6. Event preparation and support
7. Maintain knowledge of multiple programs
8. Provide limited basic reading and math tutoring as needed
9. Guided tours
10. Interpret regulations and policies

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year 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

## **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