



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC000049	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Academic Initiatives and Partnerships	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 10-12 per/wk.

POSITION SUMMARY

This positions will provide support to the AIP department. Duties include greeting guests, providing general information for dual credit students, writing testing tickets, and event preparation. Additional duties include general office duties, like making outgoing calls, confirming and making appointments, and checking in students. Required to provide high level information. 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. Answering phones, taking messages, redirecting calls
4. Picking up and deliver mail
5. Scanning and/or shredding
6. Providing general information related to the department
7. Providing handouts and/or forms to customers
8. Maintaining inventory
9. Setting up learning environment (such as labs, classrooms, etc.)
10. Checking out equipment
11. Event preparation and support
12. Collecting and record data
13. Maintaining knowledge of multiple programs
14. Providing limited technology support to end users
15. Guided tours
16. Interpreting regulations and policies

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)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lifting objects weighing up to 20 lbs.
- Using small office equipment including copy machines or multi-line phone system
- Using computer for word processing