



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00051	
JOB TITLE: Student Worker II, Graphics Specialist II	College Work Study Position
DEPARTMENT: College Relations	PAY: 8.74 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the College Relations department by assisting with the development of graphics that support and encourage student engagement. Duties to include: entering data updates into the System website program; some basic graphics work, creating social media posts, simple video editing, and photography; and assisting at programs and events hosted by the College. Knowledge of IOS preferred. May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups.

Additional responsibilities include:

- Distribute printed posters around campus
- Creating weekly student newsletter
- Writing web content as necessary

PRIMARY RESPONSIBILITIES

1. Copying
2. Pick up and deliver mail
3. Scanning and/or shredding
4. Provide general information related to the department
5. Answering phones, taking messages, redirecting calls
6. Mail department information
7. Maintain inventory
8. Prepare reports
9. Event preparation and support
10. Collect and record data
11. Maintain knowledge of multiple programs
12. Provide limited technology support to end users
13. Maintain existing library by cataloguing new scores by focal forces, alpha, and title

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

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

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

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Ability to distinguish colors
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing