



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC00053	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist I	College Work Study Position
<b>DEPARTMENT:</b> COTE(Center for Organizational and Teaching Excellence)	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> 19.5 per/wk.

### POSITION SUMMARY

This position will assist with the many areas that COTE is responsible for overseeing and coordinate campus PD offerings. Responsibilities include maintaining adjunct work space, set up and breakdown events, maintain inventory, check out equipment to faculty and staff. Duties include: refilling supplies such as paper staples, printers etc) and retrieve mail form office services. Track and organize inventory in COTE storage and supply closet. Check out and track equipment such as computers and iPads. PD event duties will include: create sign in sheets, make room requests, and send follow-up evaluations to participants and track PD participation. Will work with diverse groups.

### PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Mail department information
6. Send standardized department emails
7. Maintain inventory
8. Check out equipment
9. Event preparation and support
10. Collect and record data

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

### USE OF EQUIPMENT AND MACHINERY

- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing