POSIGN NUMBER: tc00058

<table>
<thead>
<tr>
<th>JOB TITLE: Student Worker III,</th>
<th>College Work Study Position</th>
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<tbody>
<tr>
<td>DEPARTMENT: TRIO</td>
<td>PAY: 11.44 per hr</td>
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<td>CAMPUS: LSC-Tomball</td>
<td>HOURS: 19 per/wk.</td>
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POSITION SUMMARY

The TRIO Student Support Services TRIO Advisory Council (TAC) position will assist with tasks that are geared towards making a difference with our TRIO and LSC-Tomball community. TAC members are a group of students looking to heighten their leadership’s skills, make a difference and represent TRIO and Lone Star College- Tomball throughout the academic school year. Duties will include: serving as peer mentors incoming TRIO students, provide support with TRIO specific recruitment initiative, oversee the daily operation of the TRIO Professional Clothing Closet, Lending Library, participate in social media campaigns, and provide office support within TRIO. TAC will work with diverse groups. Additional duties will include: coordinate, implement, and participate in on and off campus events and participate in special projects when needed. 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 RESPONSIBILITES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Provide general information related to the department
7. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Check out equipment
12. Event preparation and support
13. Prepare reports
14. Collect and record data
15. Maintain knowledge of multiple programs
16. Provide limited technology support to end users
17. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
18. Guided tours
19. Maintain and/or process records
20. Coordinate and implement events
21. Participate in on and off campus events
22. Peer-mentor incoming TRIO students
23. Maintain inventory of TRIO Professional Clothing Closet and leading library
24. Check out equipment, textbooks, and technology
25. Participate in social media campaigns
26. Update Social Media sites as needed
27. Participate in special projects as needed

REQUIRED QUALIFICATIONS

• High School Diploma or Equivalent
• 2 years of related work experience

KNOWLEDGE SKILLS AND ABILITIES

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

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
• Use computer for word processing