



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC00005	
<b>JOB TITLE:</b> Student Worker II, Library	College Work Study Position
<b>DEPARTMENT:</b> Library	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> up to 19.5 hours per/wk.

### POSITION SUMMARY

May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. Duties to include assisting with library material to be processed and sorted; checking items in and out; shelving; answering phones; faxing; collect fines and makes change; make ID's; participate in inventory; assist library patrons with library computer use; and direct patrons to the correct library/college/children's area.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Check out equipment
12. Collect and record data
13. Maintain knowledge of multiple programs
14. Provide limited technology support to end users
15. Interpret regulations and policies
16. Maintain and/or process records

### 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

## **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