



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC 00009	
JOB TITLE: Student Worker I, Wellness Center Specialist	College Work Study Position
DEPARTMENT: Wellness Center	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: up to 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Wellness Center. Duties to include greeting patrons, answering phones, collecting memberships, check members in and maintain the sign-in sheet, check equipment and keep cardio and weight room clean, ensure equipment is properly stored, wash towels and replace antibacterial wipes as needed, may work volleyball/basketball games, and open/close wellness center. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Provide general information related to the department
5. Provide handouts and/or forms to customers
6. Check out equipment
7. Collect and record data
8. Maintain knowledge of multiple programs
9. Guided tours
10. Interpret 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

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.