



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00052	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: First Year Foundation	PAY: 7.54 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position is responsible for transcribing math lessons to be a part of the LSC-Tomball Accelerated Learning Program (ALP) Model Professional Development Course repository of content for instructors. Must be familiar with Math terms and have completed at a minimum, MATH 1314.

PRIMARY RESPONSIBILITIES

1. Record maintenance, preparation and review of forms, data entry
2. Collect and record data
3. Tutor, ability to take lecture notes, act as scribe, and proof read

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience
- Must have completed MATH 1314

KNOWLEDGE SKILLS AND ABILITIES

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

USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing