



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: TC00055	
JOB TITLE: Student Worker III,	College Work Study Position
DEPARTMENT: Center for leadership, Academic and Student Success	PAY: 10.40 per/hr.
CAMPUS: LSC-Tomball	HOURS: 19 per/wk.

POSITION SUMMARY

The Center of Leadership, Academic, and Student Success (C.L.A.S.S) Ambassadors position will assist with tasks that are geared towards making a difference with our LSC-Tomball community. CLASS Ambassadors are a group of students looking to heighten their leadership's skills, make a difference and represent Lone Star College- Tomball throughout the academic school year. Duties will include: serving as peer mentors to incoming first-year students, provide support with CLASS specific Outreach initiatives, oversee the daily operators of the CLASS Food Pantry, Lending Library, participate in social media campaigns, and provide office support within CLASS. Ambassadors 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 RESPONSIBILITIES

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. Collect and record data
14. Maintain knowledge of multiple programs
15. Provide limited technology support to end users
16. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
17. Guided tours
18. Maintain and/or process records
19. Coordinate and implement events
20. Maintain and/or process records
21. Participate in on and off campus events
22. Peer-mentor first-year LSC-Tomball students
23. Maintain inventory of LSC-Tomball food pantry and lending library
24. Provide guided tours to facility, staff, and students
25. Check out equipment, textbooks and technology.

- 26. Participate in social media campaigns
- 27. Participate in special projects as needed

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)
- 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