



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> TC00056	
<b>JOB TITLE:</b> Student Worker I,	College Work Study Position
<b>DEPARTMENT:</b> Students Success Institute	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Tomball	<b>HOURS:</b> 19 per/wk.

### POSITION SUMMARY

Student assistants are responsible for providing information about the SSI Program, serve as peer mentors, answer phones, file, assist with campus programming, recruit new students, maintain lending library database, maintain SSI Tomball social media, schedule appointments for SSI advisors, create graphic design. 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. Scanning and/or shredding
5. Provide general information related to the department
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Check out equipment
9. Event preparation and support
10. Maintain knowledge of multiple programs
11. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
12. Guided tours
13. Interpret regulations and policies
14. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years 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
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

- Ability to multi-task
- Ability to distinguish colors
- Ability to communicate orally

### **USE OF EQUIPMENT AND MACHINERY**

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing