



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00053	
JOB TITLE: Student Worker I, Administrative Specialist	College Work Study Position
DEPARTMENT: Instruction	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: 19 hrs per/wk.

POSITION SUMMARY

This position will support the department of Instruction by providing support to Faculty members. The student will maintain the operation of copier machines in all Faculty workrooms throughout the campus. Duties include filling copiers with paper, clear paper jams, and replace toner as needed. Student will also serve as front line of communication at front desk to assist and direct visitors. Front desk duties include answering phones, monitor UP-Help and Absence line mailboxes, and provide needed support according to the mailbox requests. Will work with diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Answering phones, taking messages, redirecting calls
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Provide general information related to the department
6. Maintain inventory
7. Provide limited technology support to end users

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
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to multi-task
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

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