



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00005	
JOB TITLE: Student Worker III, Student Services Specialist	College Work Study Position
DEPARTMENT: Student Services	PAY: 10.40 per/hr.
CAMPUS: LSC-University Park	HOURS: 19 per/wk.

POSITION SUMMARY

Under general/limited supervision this position is responsible for significant function within the area of Student Services. This position acts as a primary expert and provides advice and information to others. Ensures that all system policies/practices surrounding function are implemented/carried out correctly by others. Primarily performs specialized, specific functions requiring knowledge and experience in the department. Typical duties may include information gathering and review, presentation of information in verbal or written form, or some interpretation of information.

PRIMARY RESPONSIBILITIES

1. Assist students in processes relating to registration and admissions including academic advising on course transferability.
2. Provide advice and counsel in areas of expertise such as academic advising, financial aid, and student records.
3. Informs and orients students in order to help them succeed in a college setting
4. May advise high school students and parents on requirements for dual credit, admissions and determines exceptional admission.
5. May provide expertise to others in the processing of transcripts.
6. May analyze transfer coursework, accreditation, catalogs and numbering/grading systems to affect and maintain the Degree Audit system files.
7. May determine residency requirements.
8. Responsible for other reasonable duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

PREFERRED QUALIFICATIONS

- Bilingual (English/Spanish)
- Strong commitment to customer service is a must.
- Strong written, verbal and interpersonal communication skills.
- Strong organizational skills and the ability to handle multiple tasks.
- Ability to organize and work effectively with a wide variety of students from various socioeconomic and ethnic backgrounds.
- Results-oriented and self-motivated person.
- General working knowledge of personal computer, word processing software, databases and spreadsheets.
- Ability to maintain a positive attitude in a demanding work environment.
- Demonstrated ability to work in a collaborative team environment.

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)

USE OF EQUIPMENT AND MACHINERY

- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing