



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

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| <b>POSITION NUMBER:</b> UP00007                                |                             |
| <b>JOB TITLE:</b> Student Worker II, Administrative Specialist | College Work Study Position |
| <b>DEPARTMENT:</b> Honors                                      | <b>PAY:</b> 8.74 per/hr.    |
| <b>CAMPUS:</b> LSC-University Park                             | <b>HOURS:</b> 10-20 per/wk. |

### POSITION SUMMARY

This position provides support to the Honors Department. General clerical duties required including answer the phones, making copies, opening and sorting mail, etc. Required to attend meetings to take notes, record votes, and prepare memos, forms, and reports. Will perform data entry into automated programs to track contracts, applications, filing, violations, or other pertinent data. 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. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Mail department information
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Set up learning environment (such as labs, classrooms, etc.)
13. Check out equipment
14. Event preparation and support
15. Collect and record data
16. Maintain knowledge of multiple programs
17. Guided tours
18. Maintain and/or process records

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Communication skills (written and/or oral)

- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- 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