



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

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| POSITION NUMBER: UP00008 | |
| JOB TITLE: Student Worker III, Admissions & Outreach Specialist | College Work Study Position |
| DEPARTMENT: Admissions and Outreach | PAY: 10.40 per/hr. |
| CAMPUS: LSC-University Park | HOURS: 19 per/wk. |

POSITION SUMMARY

This position will support the needs of the Admissions and Outreach Department. Responsibilities include assisting students in processes relating to admissions including completing admissions applications, updating residency oath, and logging into myLoneStar. Will explain placement test requirements, dual credit requirements, bacterial meningitis requirements, and new student orientation to students and parents. 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. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Set up learning environment (such as labs, classrooms, etc.)
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. Guided tours
17. Interpret regulations and policies
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

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