



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> UP00009	
<b>JOB TITLE:</b> Student Worker I, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Office of Emergency Management	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-University Park	<b>HOURS:</b> 10-19 per/wk.

### POSITION SUMMARY

This position supports the efforts of the Office of Emergency Management. Required to handle daily office tasks including answering phones, filing, shredding, etc. During training, and/or campus exercises, will aid in preparing documents, printing, and gathering materials needed. Will work with and assist diverse groups.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Event preparation and support
9. Collect and record data

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

### 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