



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> UP00013	
<b>JOB TITLE:</b> Student Worker II, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Instruction	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-University Park	<b>HOURS:</b> up to 19.5 hours per/wk.

### POSITION SUMMARY

May interact one-on-one with students. May interact with a high volume of customers. Will work with and assist diverse groups. This position provides support primarily to the Executive Director, Dean, and Associate Deans to produce/types of documents requested. Duties to include: setup classrooms and conference areas for meetings and events, scheduling rooms into room reservation system; greet visitors; assist with research of companies in the relevant industries; basic clerical duties; assist with follow-up of leads to potential clients and students with an interest in services rendered by the Institute; logs and tracks client database information and other related documents.

### 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. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Maintain inventory
12. Prepare reports
13. Collect and record data
14. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
15. Guided tours
16. Maintain and/or process records

### REQUIRED QUALIFICATIONS

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

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- 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
- Choose an item.