



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00033	
JOB TITLE: Student Worker III, Administrative Specialist III	College Work Study Position
DEPARTMENT: Student Life	PAY: 10.40 per/hr.
CAMPUS: LSC-University Park	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support and assistance to Student Life with general office duties and special events. Duties to include: serving as a first point of contact to guest visiting the Student Life Office; assist in planning, promoting, setting up, and the tearing down of special events; creating word documents, PowerPoint presentations, and excel documents; compiling assessment surveys and expenditure receipts; and operating miscellaneous Student Life cotton candy, slush, and snow cone refreshment machines. 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. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Set up learning environment (such as labs, classrooms, etc.)
12. Check out equipment
13. Event preparation and support
14. Prepare reports
15. Collect and record data
16. Maintain knowledge of multiple programs
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

- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- 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
- Use or repair small/light equipment such as power tools