



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00037	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Facilities Department	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide support to the Facilities Department by performing task oriented duties while providing clerical, analytical, administrative, and operational support. Duties to include: creating and maintaining Excel spreadsheets; scheduling meetings with internal and external customers; and submit Facilities work order requests and routing contract documents for signatures.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Pick up and deliver mail
5. Scanning and/or shredding
6. Record maintenance, preparation and review of forms, data entry
7. Send standardized department emails
8. Maintain inventory
9. Prepare reports
10. Collect and record data
11. Maintain knowledge of multiple programs
12. Maintain and/or process records

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
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- 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.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing