



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00043	
JOB TITLE: Student Worker I, Administrative Specialist I	College Work Study Position
DEPARTMENT: Civic Engagement	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: 5 - 10 per/wk.

POSITION SUMMARY

This position will support the development and execution of the programs put on by Civic Engagement. Duties will include: assist in planning special events; taking supplies to and from event site for set up and tear down; signing in students at the event; communicating with LSC Promise students on their required participation in Civic Engagement activities. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Send standardized department emails
3. Maintain inventory
4. Set up learning environment (such as labs, classrooms, etc.)
5. Event preparation and support

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational 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.
- Use computer for word processing