



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00044	
JOB TITLE: Student Worker II, Records Specialist II	College Work Study Position
DEPARTMENT: Student Records/Transcripts	PAY: 8.74 per/hr.
CAMPUS: LSC-University Park	HOURS: 14 to 19.5 per/wk.

POSITION SUMMARY

This position will support the Student Records/Transcripts Department. Duties to include: copying, scanning, indexing, filing documents onto Onbase, and maintaining record files; answering phones; shredding; maintaining inventory; assisting Records Supervisor with various projects; and occasionally assist advisors, staff, and students. May interact one-on-one with students. 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. Record maintenance, preparation and review of forms, data entry
7. Mail department information
8. Send standardized department emails
9. Maintain inventory
10. Collect and record data
11. 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
- 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