



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00054	
JOB TITLE: Student Worker II,	Administrative Specialist
DEPARTMENT: Arts and Languages	PAY: 8.74 per/hr.
CAMPUS: LSC-University Park	HOURS: 10-20 per/wk.

POSITION SUMMARY

The music department is seeking an organized student worker with strong computer skills and oral/written communication skills to assist in day-to-day functioning of the music department including scheduling, organization, and assisting with marketing the department. The student will also assist the concert choir (M/W 2:30-4pm) in Fall 2017 and the concert choir and pop singers ensemble in the Spring 2018 (Times TBD). Musical knowledge is preferred, but not required. 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. Scanning and/or shredding
4. Provide general information related to the department
5. Record maintenance, preparation and review of forms, data entry
6. Send standardized department emails
7. Provide handouts and/or forms to customers
8. Maintain inventory
9. Event preparation and support
10. Maintain knowledge of multiple programs
11. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
12. Guided tours
13. Manage practice room key checkout from the fine arts lobby
14. Answer visitor questions from the fine arts lobby

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)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)
- Ability to multi-task

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