



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> UP00057	
<b>JOB TITLE:</b> Student Worker I,	Administrative Specialist
<b>DEPARTMENT:</b> Behavioral and Social Sciences Division	<b>PAY:</b> 7.54 per/hr.
<b>CAMPUS:</b> LSC-University Park	<b>HOURS:</b> 10-19 per/wk.

### POSITION SUMMARY

As the Administrative Assistant for the Dean, this position will perform front desk duties such as greet students and faculty. Will also perform basic office duties that include mail delivery, make copies and printing, answer phone and respond to emails. Additional duties include assisting the Division Operation Specialist with room set up, open classrooms, and check out. Assist Division Operation Manager with college events such as Open House and Adjunct Fair. Will work with and assist diverse groups.

### 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. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Mail department information
9. Send standardized department emails
10. Provide handouts and/or forms to customers
11. Check out equipment
12. Event preparation and support
13. Collect and record data
14. 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
- 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)
- Ability to multi-task

## **USE OF EQUIPMENT AND MACHINERY**

- Pushing or pulling carts or other such objects
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing