



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00059	
JOB TITLE: Student Worker I,	College Work Study Position
DEPARTMENT: Weekend and Evening Services	PAY: 7.54 per/hr.
CAMPUS: LSC-University Park	HOURS: 19.5 per/wk.

POSITION SUMMARY

This positions will provide front desk coverage at the Center for Science and Innovation Building (CSI). Duties include: greeter at the front desk, help visitors/students navigate the campus and find desired locations, and answering phones/respond to emails. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Answering phones, taking messages, redirecting calls
4. Scanning and/or shredding
5. Provide general information related to the department
6. Record maintenance, preparation and review of forms, data entry
7. Provide handouts and/or forms to customers
8. Collect and record data
9. Provide limited technology support to end users
10. Guided tours

REQUIRED QUALIFICATIONS

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

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal 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
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing