



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> UP00060	
<b>JOB TITLE:</b> Student Worker III,	College Work Study Position
<b>DEPARTMENT:</b> Corporate College	<b>PAY:</b> 10.40 per/hr.
<b>CAMPUS:</b> LSC-University Park	<b>HOURS:</b> 10-15 per/wk.

### POSITION SUMMARY

The position provides back-up administrative support to the Corporate College team; assists with marketing materials; filing and record keeping; customer service; conference center support; special projects. Required to provide high level information. May interact one-on-one with students. May interact with a high volume of customers.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Scanning and/or shredding
7. Provide general information related to the department
8. Record maintenance, preparation and review of forms, data entry
9. Provide handouts and/or forms to customers
10. Maintain inventory
11. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
16. Guided tours
17. Interpret regulations and policies
18. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years 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)

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