



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: UP00063	
JOB TITLE: Student Worker III,	College Work Study Position
DEPARTMENT: Student Learning Center	PAY: 10.40 per/hr.
CAMPUS: LSC-University Park	HOURS: 10-19 per/wk.

POSITION SUMMARY

The position will at the reception desks in the various areas of the SLRC greet and help students sign into the computerized data collection system- AccuTrack, assist students with technical issues in the library, such as printing, logging into D2L and MyLoneStar. Will provide SLRC tour, direct students to the appropriate area of the SLRC for service such as the reference desk, circulation desk, academic coaching, hotspots, and assistive technology. Will also provide directions to other services on campus. Assist the Student Learning Resource Center with the collection of statistical data, event preparation and support. Will perform general clerical duties (copying, filing, data entry) as needed. 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. 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. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Set up learning environment (such as labs, classrooms, etc.)
11. Check out equipment
12. Event preparation and support
13. Collect and record data
14. Maintain knowledge of multiple programs
15. Provide limited technology support to end users
16. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
17. Guided tours
18. Interpret regulations and policies
19. 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)
- Working knowledge of general office procedures and practices
- 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