



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> VC00004	
<b>JOB TITLE:</b> Student Worker II, Administrative Specialist	College Work Study Position
<b>DEPARTMENT:</b> Admissions	<b>PAY:</b> 8.74 per/hr.
<b>CAMPUS:</b> LSC-Victory Center	<b>HOURS:</b> up to 19.5 hours per/wk.

### POSITION SUMMARY

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. Duties include customer service, checking students in for advising and financial aid, answer phones and admission related questions, filing, copying. Under supervision, perform admission related activities under minimal admission software access.

### PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
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. Event preparation and support
12. Collect and record data
13. Maintain knowledge of multiple programs
14. Guided tours
15. Interpret regulations and policies
16. Maintain and/or process records

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

### KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills  
Communication skills (written and/or oral)

## **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