



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: VC00006	
JOB TITLE: Student Worker I, Learning Specialist I	College Work Study Position
DEPARTMENT: Learning Center	PAY: 7.54 per/hr.
CAMPUS: LSC-Victory Center	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will provide front desk, library, and computer lab support to the Learning Center. Duties to include: answer phones; accept monies from students for copies made and retrieve those copies from the printer; books, videos, and text to be checked in or out; assist students with admission application; take ID badge photos; manage sign-in sheet; and create flyers and memos for workshops. 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.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Pick up and deliver mail
6. Provide general information related to the department
7. Mail department information
8. Provide handouts and/or forms to customers
9. Maintain inventory
10. Check out equipment
11. Event preparation and support
12. Collect and record data
13. Guided tours

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year 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

USE OF EQUIPMENT AND MACHINERY

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