



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: VC00007	
JOB TITLE: Student Worker I, Financial Aid Specialist I	College Work Study Position
DEPARTMENT: Financial Aid	PAY: 7.54 per/hr.
CAMPUS: LSC-Victory Center	HOURS: 19.5 per/wk.

POSITION SUMMARY

This position will support the Financial Aid Office and assist students and parents with basic information regarding financial aid programs; assist with the application and disbursement process for all federal, state, and institutional programs; and verifies the accuracy of the student's financial aid grant. 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. Scanning and/or shredding
6. Provide general information related to the department
7. Send standardized department emails
8. Provide handouts and/or forms to customers
9. Check out equipment
10. Event preparation and support
11. Interpret regulations and policies

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
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Use computer for word processing

