



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: VC00013	
JOB TITLE: CWS- Specialist I	College Work Study Position
DEPARTMENT: Library-Victory	PAY: \$8.65 per hr.
CAMPUS: LSC-Houston North	HOURS: per/wk.

POSITION SUMMARY

Work study will provide assistance with filing, copying, assisting students with applications, financial aid, D2L. Work study will also check in/out books, make employee and student I.D's. 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. Provide general information related to the department
6. Provide limited technology support to end users

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- 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

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