



LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

Financial Aid

POSITION NUMBER: VC00014	
JOB TITLE: CWS-Specialist II	College Work Study Position
DEPARTMENT: Student Life / Victory Center	PAY: \$9.95 per hr.
CAMPUS: LSC-Houston North	HOURS: 19.5 per/wk.

POSITION SUMMARY

Looking for highly energetic students who enjoy working with people and in a team. Students must be outgoing and have a strong work ethic. The Student Life department relies on each work-study member to aide in facilitation and execution of Student Life event and activities for the semester. Selected work-study students must maintain the flow of the office and provide administrative support, promote our student events, and be an advocate for students and student life. This position is responsible for maintaining the student lounge which includes, cleanliness, checking in/out supply items, and ordering supplies. Will assist in preparing for events such as event decorations, flyers, serving food, presenting and collecting information, and check-in tables. 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. 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. Event preparation and support
12. Prepare reports
13. Collect and record data
14. Provide limited technology support to end users
15. 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

- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Ability to sort, merge, and complete mass mailings
- 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