



## LONE STAR COLLEGE SYSTEM COLLEGE WORK STUDY JOB DESCRIPTION

### Financial Aid

<b>POSITION NUMBER:</b> VC00014	
<b>JOB TITLE:</b> CWS- Specialist I	College Work Study Position
<b>DEPARTMENT:</b> Office of Instruction / Victory Center	<b>PAY:</b> \$8.65 per hr.
<b>CAMPUS:</b> LSC-Houston North	<b>HOURS:</b> 20 per/wk.

### POSITION SUMMARY

This position will provide support to the Division Department Chairs. Clerical duties to include filing, copying, answering phone calls, taking messages, end of semester check-out processes, maintaining syllabic, checking inventory supplies, and directs students entering the office. 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. Scanning and/or shredding
7. Mail department information
8. Provide handouts and/or forms to customers
9. Collect and record data
10. Guided tours
11. Maintain and/or process records
12. Pushing or pulling carts or other such objects
13. Use computer for word processing
14. Use or repair small/light equipment such as power tools
15. Maintain and update social media accounts
16. Coordinate and implement events
17. Participate in off campus events
18. Participate in social media campaigns

### REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 2 years of related work 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
- 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