

# LC WORK SCHOLAR POSITION DESCRIPTION

## *Employment Levels*

| <b><i>Entry Level</i></b>   | <b><i>Intermediate Level</i></b>  | <b><i>Skilled Level</i></b>  |
|---|---|--|
| Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results | Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job. | Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out. |

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: \_NHS Office Assistant/ Special Projects Marketing Assistant\_\_\_\_\_

Describe the duties of this position.

Will assist with a variety of tasks for both the Lewiston and Coeur d'Alene campuses in three primary areas:

- Marketing and recruitment
- Communication and outreach
- Assessment and data management

### **Overview of job description:**

#### Marketing and Recruitment

- Create/update brochures, flyers, website, and marketing and/or recruitment materials
- Develop a recruitment plan to establish new and stronger relationships with schools, businesses, and medical facilities throughout the region
- Track LCSC attendance at recruitment events, and design a mechanism to assess the return on participation and overall success of various events

#### Communication and Outreach

- Manage NHS email account and phone lines
- Respond to requests for information from prospective students in various NHS degree tracks
- Contact new, returning, and inactive students to share important information on advising, registration, and admissions
- Assist with advising NHS students

#### Assessment and Data Management

- Update various NHS databases on a regular basis to accurately track student progress and demographics
- Organize student files with appropriate documentation
- Monitor student progress throughout various NHS degree tracks and identify course, scheduling, and faculty needs

- Actively participate in NHS assessment meetings and take on various tasks assigned as a result of meeting discussions
- Attend relevant NHS meetings and trainings as requested

#### Special Project Assistant

- Assist with special projects and events
- Assist with the review and maintenance of websites; make corrections to links, logos, handbook, and other documents
- Create and maintain policy and procedure manual for position, create visual guides for faculty, and create general Work Study duty guides
- Assist Assessment Director with the creation, management, distribution, and collection/analysis of assessment surveys

List the learning opportunities for this position.

The NHS Work Scholar will be able to perform a variety of higher-level duties beyond the scope of an Office Assistant such as assessment duties, processing facility contracts, data entry, data retrieval, and working with course time-schedules. The Work Scholar has increased opportunities for customer and faculty service, and for assisting with special projects. The Work Scholar will gain increased organizational leadership and development skills, as well as project assistance and management skills.

The Work Scholar will gain experience in marketing, effective communication and recruitment strategies, data compilation and management, and student services. Additionally, the Work Scholar will be actively engaged with students and discover more about recruitment, advising, and creating an atmosphere of student success. This individual will have an opportunity to attend NHS Division meetings and trainings, and gain a deeper understanding of higher education administration and office procedures.

What qualifications are required for this position?

- Professional appearance and demeanor
- Good oral and written communication skills
- Excellent interpersonal skills
- Intermediate computer skills
- Proficiency with Microsoft Office Suite
- Familiarity or willingness to learn Microsoft Access
- Intermediate office procedures
- Ability to multi-task

The ideal candidate will be a student with a major focus area in Communication Arts, Business (administration or marketing emphasis), or a Health-related degree, with a demonstrated record of academic achievement. The student should be able to work in a fast-paced, professional environment, and feel comfortable working independently or as part of a team. The student must be able to take direction from multiple supervisors and manage multiple deadlines simultaneously. Some knowledge of Nursing and Health Science professions is ideal.

What skills are required for this position?

The NHS Office Assistant position requires excellent organizational skills, written and oral communication skills, and time management. Necessary computer skills include basic Word processing, and a firm understanding of Excel spreadsheets and graphic design software (or the ability to learn). The NHS Office Assistant must feel comfortable working in a team environment and taking direction from multiple supervisors. Compliance related to office procedures and student confidentiality is mandatory.

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