

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
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: **Radiography Program Assistant 1**

Will have the opportunity to progress to Radiography Program Assistant II and III in the future

Describe the duties of this position:

- Lab Maintenance; Cleaning and Laundry
- Calculating student GPA's for pre-radiographic science students
- Assisting with the Radiography program New Student Orientations
- Participate in Radiography student recruitment activities
- Participate in Radiography Lab/Positioning Practice
- Assist in Radiography student simulation
- Creating files and filing information for Radiography students
- Proctor Radiography Evolve tests
- Other duties as assigned

Radiography Program Assistant II

Additional duties beyond Office Assistant 1 include:

- Obtain Radiography student information from Colleague
- Assist in Radiography program application process
- Assigned Radiography program assessment activities such as sending out student and faculty surveys
- Assist with the Radiography course time schedules
- Entering and maintaining Radiography Excel and Access databases
- Other duties as assigned

Radiography Program Assistant III

Proficient at Radiography Assistant II tasks

List the learning opportunities for this position.

The Work Scholar will have the opportunity to become proficient in office skills such as MS office, Excel, and Access and Colleague. When entering the post-college workforce the Work Scholar will be able to perform a variety of higher-level duties beyond the scope of an Office Assistant or a Radiography Program Assistant (e.g. student recruitment, assisting with Radiography student lab courses and student simulation, assessment duties, assisting with the programs application process, data entry, data retrieval, and overseeing course time-schedules).

What qualifications are required for this position?

NA

What skills are required for this position?

Good oral and written communication

Excellent people skills

Self-Motivated

Dependable

Detailed oriented

Ethical values and behavior

Basic computer skills

Familiar or willing to learn Excel and Access

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.