LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

Entry Level	***Intermediate Level***	***Skilled Level***
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:
Simulation and Sills lab Assistant

Describe the duties of this position.
Assist with the set-up and take-down of manikins in the Sim/Skills labs
Clean the manikins in the Sim/Skills lab
Order supplies for the Sim/Skills lab
Assist with the orientation of the student actors in the Sim lab
Assist with the student workers orientation in the Skills lab
Assist with the student actor scheduling
Assist with the operator of Simulation
Other duties as assigned

List the learning opportunities for this position.
Becoming more proficient in people and customer service skills
Developing general office skills
Develop more proficient computer skills
Becoming more proficient in Access
Develop management skills
Learn more about medical supplies and equipment
Learn how to order and stock inventory
Assist with running a simulation

What qualifications and skills are required for this position?
Basic computer skills