

LC WORK SCHOLAR POSITION DESCRIPTION

Work Scholar job title: _____ **Student Recruitment & Retention Assistant-Student Affairs** _____

Worksite Name: __Student Services-CDA_____

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

Describe the duties of this position.

The focus of Student Affairs is to recruit, engage, support, and retain students – promoting each student’s academic and personal success. Students who are more engaged with their institution, staff, and peers have higher retention and success rates during their tenure. Your role will be to assist with the recruitment of students to LC State in both Lewiston and Coeur d’Alene. You will also help promote student involvement and engagement, focusing on engaging students at the Coeur d’Alene Center.

1. 55% Recruitment:

- Call prospect and incomplete students to aid with the application process
- Enter student data into CRM
- Aid Enrollment Specialist with creating digital recruitment content
- Assist with Recruitment events such as Transfer Day, Orientation, classroom visits, tabling events, information sessions, etc.
- Other recruitment initiatives as determined by the Director of Student Services

2. 35% Student Engagement:

- Help create social media content and assist in managing accounts
- Assist with Student Engagement events such as Mental Health Awareness Week, Outdoor Adventures programs, Volunteer Days, Family Nights, Graduation Celebration, and other events as schedule allows
- Promotion of Student Affairs events, clubs, and organizations
- Assist Student Employment Career Center staff in promoting Career Fair and Virtual Events to Coeur d’Alene Center students
- Organize one volunteer activity for active LC Work Scholars in CDA
- Assisting LC Work Scholars program staff in promoting LC Work Scholars to perspective and current Coeur d’Alene Center students (Spring: focus in early February; Fall: focus in late September)

- Assist program staff in interviewing prospective LC Work Scholars (Spring: late February/March; Fall: October)
 - Promote ASLCSC CDA Senator position, ensuring candidates for election in April
- 3. 5% CDA Student Engagement Survey**
- Work with Institutional Research and Effectiveness to create, distribute, and analyze a student engagement survey for the CDA student body
 - Present findings to Student Services Director
- 4. 5% Other duties as assigned**

List the learning opportunities for this position.

- Learn how to develop and manage projects
- Learn how to coordinate events
- Learn how to write funding proposals and grant requests
- Learn how to effectively present information to others
- Gain better working knowledge of higher education and its processes
- Learn how to help and serve others – recognizing business and student needs and adapt engagement/advertising accordingly, following institutional standards and guidelines

What qualifications are required for this position?

- Ability to communicate clearly and effectively
- Ability to follow-through on assigned tasks, asking clarifying questions as needed to attain desired results
- Ability to be work semi autonomously
- Ability to professionally represent department/school/project
- Ability to work with a variety of people
- Ability to research, execute and evaluate activities/topics/data/policies/procedures
- Ability to use a computer and applicable software

What skills are required for this position?

- Proficient in taking clear and concise notes
- Excellent organization skills
- Proficient in written and verbal communication
- Presenting material/information effectively to an individual or group
- Proficient in reading details
- Proficient in Microsoft Excel, Word, PowerPoint, and databases
- Knowledge of marketing and social media platforms preferred

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