

## 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: [Business Relations Assistant – Valley Vision](#)

Describe the duties of this position. [Assist with social media posts and web page updates.](#) [Updates and press releases using Constant Contact.](#) [Assist with basic accounting duties.](#) [Coordinate meetings with local business owners.](#)

List the learning opportunities for this position. [Customer service skills.](#) [Web page development.](#) [Basic accounting practices.](#) [Microsoft Office Suite skills.](#) [Learn components of business recruitment, expansion and retention.](#)

What qualifications are required for this position?

[Basic knowledge of Microsoft Office Suite.](#)

What skills are required for this position?

[Good communications skills, oral and written.](#)