



LC Work Scholars Position Description

Work Scholars Job Title: Healthcare Education Center - Coordinator

Worksite Name: Healthcare Education Center

Supervisor Name: Matt Schaack Supervisor Email: mjschaack@lcsc.edu

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 (check one)?

☐ Entry Level

☒ Intermediate Level

☐ Skilled Level

Describe the duties of this position.

Assist with giving campus visitors tours of the nursing, radiology, and allied-health CTE facilities.
Give demonstrates on the Anatomage table within the Healthcare Immersive Learning Lab (HILL).
Assist supervisor and other members of the HEC with recruitment events including career fairs and on campus events.
Help perform outreach to students to assist with setting up appointments with HEC Advisor.
Helping with other recruitment and retention efforts as designated.

List the learning opportunities for this position.

This is a great opportunity for students interested in the healthcare/medical field to learn more about the Nursing program, Radiographic Science program, Social Work and Allied Health - CTE programs that are offered at LC State.
Student will have the opportunity to learn professional communication skills through student outreach via in person events and phone calls.
Direct support from senior faculty on campus in their respective areas.
Opportunities for growth and mentorship with an emphasis on the focus of this position being for the benefit of the student employee.

List the qualifications and skills required for this position.

Knowledge of how to operate Microsoft platforms including Word, Excel, and PowerPoint.
Excellent written and verbal communication skills, and able to demonstrate this with faculty, staff and students.
Adaptability to changing priorities and deadlines as necessary.
Attention to detail.
Able to utilize time management skills effectively.
Teamwork! Be able to work with a variety of people in a positive and productive manner.

Describe your management style.

The supervisor will maintain an open-door policy to provide support at any time. Check-ins will be done daily to discuss upcoming events and tasks, while working together to identify what the student will need in order to be successful. This position is recognized as a great opportunity for the student to develop their skills that will ideally translate into their eventual careers, and so will be treated as such of high importance of providing mentorship and growth. Feedback will always be given in a positive manner, including highlighting wins and improvements at the forefront.

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. This policy applies to all programs, services, and facilities, including applications, admissions, and employment. The Director of Human Resource Services has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 208-792-2269 or in the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho 83501. TTY 1-800- 377-3529.