

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:

Simulation and Skills 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