

# LC WORK SCHOLAR POSITION DESCRIPTION

## *Employment Levels*

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
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

Worksite Name: Institutional Research & Effectiveness, Lewis-Clark State College

Work Scholar job title: Research Assistant

Describe the duties of this position.

Survey administration

Data analysis

Other duties that align with Work Scholars areas of interest and skill

List the learning opportunities for this position.

Research methods and ethics

What qualifications are required for this position?

Interest in social science research

What skills are required for this position?

Intermediate to advanced Excel skills

Good organization of electronic files

Analytic mind

Ability to be objective and maintain confidentiality

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