

LC WORK SCHOLAR POSITION DESCRIPTION

Retention and Activities Specialist
Native American and Minority Student Services

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.

- Recruit and organize students to participate and volunteer in NAMSS related programming and services
- Assist with coordination of cultural awareness and diversity related programming, including annual events such as Multicultural Week, Native American Awareness Week, MLK/Idaho Human Rights Day and Farmworker Awareness.
- Provide quality peer mentoring and tutoring to students, especially through office hours at the Pi'amkinwaas. Incoming freshmen and nontraditional students will be priority focus for the work scholar
- Develop partnerships within student clubs/organizations to provide collaborative retention and leadership activities
- Support recruiting activities by participating in campus visitations, assisting with college fairs and following up with potential students, and providing mentoring to dual credit students from Lapwai High School through student development classes.

List the learning opportunities for this position.

- Customer service skills
- Student Volunteer recruitment and management
- Organizational leadership and development
- Overseeing collaborative student club activities
- Action plan development

- General office skills

What qualifications are required for this position?

- Must meet the minimum qualifications listed through the work scholar student application

What skills are required for this position?

- Some knowledge of diversity awareness
- Good oral and written communication skills
- Understanding of technology to support students in computer lab
- Bi-lingual speaking ability (preferred)

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.