

## LC WORK SCHOLAR POSITION DESCRIPTION

<i><b>Employment Levels</b></i>		
<i><b>Entry Level</b></i>	<i><b>Intermediate Level</b></i>	<i><b>Skilled Level</b></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:     Student Activities Assistant    

Describe the duties of this position.

1. Computer skills
  - a. Possess knowledge of Microsoft Office applications
  - b. Willingness to learn new applications Is preferred
2. Perform Inventory Inspections Into spreadsheet form
3. Maintain Clubs & Orgs records
4. Perform customer service via phone and walk up
5. Assist Admin Assistant with varies duties Included but not limited to:  
Fair registration forms, Graduation Banquet planning,
6. Assist with planning additional speclal events
7. Maintain staff database and directory
8. Assist with activity equipment checkouts.

9. Assist with developing content, format, and layout of Student Activities postings, fliers, brochures, etc. for marketing purposes.
10. Solicit and/or take photographs and write PSA for event posting on Student Activities website and social media and for publication purposes.
  - a. Will edit or modify Images provided by participants to meet Student Activities and LCSC standards.
11. Assert Office Policy while maintaining a professional attitude when dealing with confrontational situations and conditions.
12. Perform other duties as assigned by the Student Activities Director or Administrative Assistant.

**List the learning opportunities for this position.**

In depth knowledge of clubs & organizations, WEB, ASLCSC, and inner workings of special events hosted by Student Activities on the LC campus.

**What qualifications are required for this position?**

Great interpersonal skills, detail oriented, reliable, able to work as a team or individually

What skills are required for this position?

Word, Excel, Microsoft Office, create flyers

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, programs, admissions, and employment. The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501. TTY 1-800-377-3529.

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