LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Visitation Assistant

Worksite Name: Admissions

Supervisor Name: Chelsy Telles Supervisor Email: cmtelles@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 (underline one)?

◯ Entry Level ◯ Intermediate Level ◯ Skilled Level

Describe the duties of this position.

The Visitation Assistant's primary responsibility will be to deliver campus tours to prospective students and their families during our daily visitations. These hour-long walking tours will showcase our beautiful campus, different programs, historical and state-of-the-art buildings, and offer glimpses of what life is like for LCSC students.

Secondly, the Visitation Assistant will assist in advising the Explorers (student volunteers) with Rachel Peasley, the current staff advisor. In addition to training new Explorers in giving campus tours, these responsibilities will include overseeing monthly meetings, helping to organize student coverage at campus events such as Discovery Day, Ready LC, LC Connection, and Warrior Registration, and communicating with other Explorers.

Thirdly, the Admissions Office would like to use the Visitation Assistant to support our Visitation Coordinator in organizing group visits. These visits are often time-intensive in the development and planning processes, and require much communication with other campus divisions and offices to organize an agenda that meets the needs of the student visitors and the requests of their chaperones.

List the learning opportunities for this position.

Through the training and learning process for this position, the Visitation Assistant will be able to provide constructive ideas for improvement or development to our campus tours, on-campus events, and group visits. In addition, once the Visitation Assistant has sufficient training, he or she will be able to provide training to more student volunteers, helping to create a robust, energetic, and efficient student volunteer Explorer program.

What qualifications and skills are needed for this position?

The Admissions Office is looking for someone who is energetic and enthusiastic about Lewis-Clark State College. This person should be able to communicate well orally as well as in writing, and navigate professional relationships with prospective students, current students, and the staff and faculty at LCSC. Ideal candidates for this position will be available between the hours of 10:30 AM and 2:30 PM.

The Visitation Assistant must be skilled both in oral communication and written communication, as he or she will be delivering campus tours and communicating with other employees on the LCSC campus as well as representatives from various public schools. This person should be confident in his or her ability to speak in front of groups, be coachable and organized, and be able to lead and set an example for other students. Planning abilities, imagination, and attention to detail are critical in this position.

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.

The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501.

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