

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Special Projects Assistant/Office Assistant

Worksite Name: Provost's Office

Supervisor Name: Vicki Cooper Supervisor Email: vecooper@lcsc.edu

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 (underline one)?

Entry Level Intermediate Level Skilled Level

Describe the duties of this position.

- Answer phones in a professional manner
- Provide office support
- Organize and file documents electronically or in hard copy
- Assist with special projects and events, specifically but not limited to: Promotion, Tenure, Faculty Development Grants, Employee Awards Banquet, Commencement, State Board campus visits, Sabbatical, Convocation, Budget and Purchasing records, Travel packets, Curriculum documentation
- Scan documents as needed
- Compose and answer emails in a professional manner
- Maintain spreadsheets
- Maintain confidentiality in the highest level of administrative offices

List the learning opportunities for this position.

- Data entry and data retrieval
- Assisting with special projects
- Project assistance and management skills
- Customer service skills
- Organizational leadership and development
- General office skills

What qualifications and skills are needed for this position?

- Proficiency with Microsoft Office Suite including Word and Excel
- Ability to multi-task and manage time efficiently
- Maintain a professional appearance in dress and demeanor
- Ability to work in a fast-paced, professional environment, and feel comfortable working independently or as part of a team
- Must be able to take direction and manage multiple deadlines simultaneously
- Excellent organizational skills, written and oral communication skills, and time management
- Willingness to learn
- Problem-solving skills
- Excellent interpersonal skills
- Confidentiality is mandatory

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