

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Program Assistant/Peer Mentor

Worksite Name: Student Counseling Center and Health Services

Supervisor Name: Douglas Steele Supervisor Email: dlsteele@lscs.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.

This position works under the direction and supervision of the Director, Student Counseling Center (SCC) & Health Services (SHS) office to:

- Provide peer mentoring as needed to SCC and SHS students
- Assist the SCC and SHS with follow up and outreach to students
- Provide on campus events to raise awareness of SCC and SHS services
- Assist in preparation for and present at Student Support Network groups
- Recruit interested student volunteers to attend the Student Support Network
- Present to various student and other groups regarding SCC and SHS services
- Actively participate in the Health & Wellness Committee
- Coordinate annual Fresh Check Day activities
- Assist in planning of annual Mental Health Awareness Week (Wellness Week)

List the learning opportunities for this position.

- Direct bystander intervention and basic helping skills formation and practice
- Advocacy and mentoring skills
- Organizational and leadership skills
- Volunteer recruitment and management skills
- Group process and interaction skills
- Basic customer service and basic office skills
- Personal communication skills
- Group presentation skills

What qualifications and skills are needed for this position?

- Interest in and experience with assisting/helping others
- Good written and oral communication skills
- Self-directed and motivated
- Ability to relate personally with others
- Ability to present to groups of peers
- Ability to follow directions
- Good computer operation and program skills

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