

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Assistant

Worksite Name: Student Union Building/Center for Student Learning (SUB/CSL)

Supervisor Name: Carol Ingram Supervisor Email: csingram@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.

- Computer skills
 - Possess knowledge of Microsoft Office applications
 - Willingness to learn new applications is preferred
- Perform inventory inspections into spreadsheet form
- Perform customer service via phone and walk up
- Assist department staff with varies duties included but not limited to: Craft Fair registration forms, Graduation Banquet planning,
- Assist with planning additional special events
- Maintain staff database and directory
- Assist with activity equipment checkouts.
- Assist with developing content, format, and layout of SUB/CSL postings, fliers, brochures, etc. for marketing purposes.
- Solicit and/or take photographs and write PSA for event posting on SUB/CSL website and social media and for publication purposes.
 - Will edit or modify Images provided by participants to meet SUB/CSL and LCSC standards.
- Assert Office Policy while maintaining a professional attitude when dealing with confrontational situations and conditions.
- Perform other duties as assigned by the SUB/CSL Director and/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 SUB/CSL on the LC campus.

What qualifications and skills are needed for this position?

- Great interpersonal skills
- Detail oriented
- Reliable
- Able to work as a team or individually
- Word, Excel, Microsoft Office
- Create flyers

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