

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Retention and Activities Specialist

Worksite Name: Native American and Minority Student Services (NAMVS)

Supervisor Name: Sam White Temple Supervisor Email: tswwhite-temple@lsc.edu

## ***Employment Levels***

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
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.

- Recruit and organize students to participate and volunteer in NAMSS related programming and services
- Assist with coordination of cultural awareness and diversity related programming, including annual events such as Multicultural Week, Native American Awareness Week, MLK/Idaho Human Rights Day and Farmworker Awareness.
- Provide quality peer mentoring and tutoring to students, especially through office hours at the Pi'amkinwaas. Incoming freshmen and nontraditional students will be priority focus for the work scholar
- Develop partnerships within student clubs/organizations to provide collaborative retention and leadership activities
- Support recruiting activities by participating in campus visitations, assisting with college fairs and following up with potential students, and providing mentoring to dual credit students from Lapwai High School through student development classes.

List the learning opportunities for this position.

- Customer service skills
- Student Volunteer recruitment and management
- Organizational leadership and development
- Overseeing collaborative student club activities
- Action plan development
- General office skills

What qualifications and skills are needed for this position?

- Must meet the minimum qualifications listed through the work scholar student application
- Some knowledge of diversity awareness
- Good oral and written communication skills
- Understanding of technology to support students in computer lab
- Bi-lingual speaking ability (preferred)

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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