

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Office and Communications Assistant

Worksite Name: Office of the Vice President for Student Affairs

Supervisor Name: Maria Hattrup Supervisor Email: mrhattrup@lcsc.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.**

Assisting in front office tasks. The specific tasks assigned will depend on the interests and career goals of the successful applicant. Possible duties include: Answering phones, filing, reconciling, assisting with editing the Student Handbook in InDesign, assisting with web-page auditing and compliance, serving as a sounding board for select student focused initiatives.

**List the learning opportunities for this position.**

This position will have the opportunity for hands-on training for all tasks and will also be given the opportunity to participate in relevant PDT or other campus-offered trainings. The Work Scholar will gain hand-on experience in office administration, professional communication, and college administration.

**What qualifications and skills are needed for this position?**

This position requires excellent attention to detail, the ability to understand and follow FERPA, strong written and oral communication skills, confidentiality, proficiency with Microsoft Office, and the ability to work independently and collaboratively. Applicants must also be punctual and reliable. Applicants interested in Student Handbook work much have some proficiency in InDesign but it is not required in order to be hired for other aspects of the job.

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 8<sup>th</sup> Avenue, Lewiston, Idaho, 83501.

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