

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholars Job Title: Lead Peer Advisor

Worksite Name: The Advising Center

Supervisor Name: Janelle Hargett

Supervisor Email: jchargett@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 (check one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

Assist with updating records, answering calls, and maintaining office organization.
Support mail distribution, restocking supplies, and general office upkeep.
Contact students via phone and email to schedule appointments with advisors, answer basic questions, and provide assistance.
Provide information about campus resources and general campus details to students.
Train new Student Assistants and Peer Advisors in office functions and procedures.
Maintain regular communication with advisors regarding their interactions with students.
Assist students with WarriorHUB logins, using WarriorWeb for Conditions of Registration, course planning, and understanding registration holds.
Work with academic advisors to develop semester course schedules for STAR participants.
Present the Advising Guide and pre-STAR information to participants.
Support STAR participants during registration and answer related questions.
Debrief with academic advisors post-STAR session.
Train new Peer Advisors on STAR preparation, the registration process, and post-session debriefing.

List the learning opportunities for this position.

Communication Skills - Both verbal and written by interacting with students, advisors, and colleagues.
Time Management & Organization: Managing multiple tasks.
Customer Service & Support - Learning how to address student needs and inquiries professionally and efficiently.
Knowledge of Student Systems - Hands-on experience using technology and following procedures providing transferable skills for future roles.
Collaboration & Teamwork - Working closely with academic advisors and peer advisors will to strengthen collaboration, communication, and support team efforts.
Advising & Registration Processes - Helping understand the student experience from an administrative perspective.
Leadership & Training - Setting a positive example, guiding and supporting other student employees.
Problem-Solving - Dealing with registration issues, advising questions, and student needs will improve critical thinking and problem-solving skills.

What qualifications and skills are required for this position?

Highly self-motivated
Proficiency in Microsoft Outlook, Excel, and Word
Outgoing and approachable personality
Strong attention to detail
Excellent communication skills
Dependable and punctual

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.