

# LC WORK SCHOLARS POSITION DESCRIPTION

**Work Scholar Job Title:** Student Recruitment & Retention Assistant-Student Affairs

**Worksite Name:** Student Services-CDA

**Supervisor Name:** Justene Garner

**Supervisor Email:** jmgarner@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.**

The focus of Student Affairs is to recruit, engage, support, and retain students – promoting each student’s academic and personal success. Students who are more engaged with their institution, staff, and peers have higher retention and success rates during their tenure. Your role will be to assist with the recruitment of students to LC State in both Lewiston and Coeur d’Alene. You will also help promote student involvement and engagement, focusing on engaging students at the Coeur d’Alene Center. One method of retention used in Student Affairs is the Freshmen SD 107 New Student Orientation course. You will assist in teaching this course.

**1. SD 107- 7570 Peer Mentor:**

- Assist in teaching the hybrid SD 107 course for Region 1 Freshmen
- Complete weekly Contact Log
- Grade Weekly Assignments
- Complete Contact Calls during designated Weeks
- Reach out to students whose engagement is lacking in order to assist in connecting them to resources

**2. Recruitment:**

- Call prospect and incomplete students to aid with the application process
- Enter student data into CRM
- Aid Enrollment Specialist with creating digital recruitment content
- Assist with Recruitment events such as Transfer Day, Orientation, classroom visits, tabling events, information sessions, etc.
- Other recruitment initiatives as determined by the Director of Student Services

**3. Student Services & Engagement:**

- Assist students with connecting to needed resources both within LC and through NIC

- Aid students with learning LC systems (WarriorHub, Canvas, etc).
- Help create social media content (Facebook, Instagram, and YouTube) and assist in managing accounts

#### 4. Other duties as assigned

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

- Learn how to develop and manage projects
- Learn how to manage a classroom
- Learn how to write funding proposals and grant requests
- Learn how to effectively present information to others
- Gain better working knowledge of higher education and its processes
- Learn how to help and serve others – recognizing business and student needs and adapt engagement/advertising accordingly, following institutional standards and guidelines

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

- Ability to communicate clearly and effectively
- Ability to follow-through on assigned tasks, asking clarifying questions as needed to attain desired results
- Ability to be work semi autonomously
- Ability to professionally represent department/school/project
- Ability to work with a variety of people
- Ability to research, execute and evaluate activities/topics/data/policies/procedures
- Ability to use a computer and applicable software
- Proficient in taking clear and concise notes
- Excellent organization skills
- Proficient in written and verbal communication
- Presenting material/information effectively to an individual or group
- Proficient in reading details
- Proficient in Microsoft Excel, Word, PowerPoint, and databases
- Knowledge of marketing and social media platforms preferred

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