

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Office Assistant

Worksite Name: KinderCollege

Supervisor Name: Abby Woolery Supervisor Email: aawoolery@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.

- Compile data for our federal food program
- Update child files
- Prep items for Lead Teachers use in classrooms
- Basic office tasks like answering phones, taking messages, and filing
- Prep and plan bulletin boards
- Create flyers or forms to communicate with families
- Create flyers for advertising
- Assist in planning events
- Assist in collaborations across campus
- Help in the classrooms when needed

List the learning opportunities for this position.

A Work Scholar will have the opportunity to learn how a child care business runs along with the day to day operations. They will be able to assist the Lead Teachers in prepping curriculum and other classroom preparations. They will learn how to send communications to parents and how to plan events. We participate in a federal food program that requires monthly data to be reported. Our Work Scholar will learn about this program and many other programs that we participate in at the center.

What qualifications and skills are needed for this position?

Experience in a child care setting is ideal but not required. The applicant should be organized and punctual. They must be able to pass a federal background check and be willing to get CPR/First Aid Certified. The person should have basic office skills such as filing, answering phones and computer skills. They must have open communication and work well with children in a team setting.

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