

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Office Assistant

Worksite Name: Tennis Center

Supervisor Name: Kai Fong Supervisor Email: kfong@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.

This person will answer phones, make reservations, enter data base information regarding memberships, learn office procedures, customer service, and office etiquette. Depending on the hours worked this person may be responsible of closing procedures and some general janitorial.

List the learning opportunities for this position.

The student will definitely get to learn office, people, and communication skills. They will be able to work directly with the public. Because our clientele are working members of the LC Valley this position allows the student to network with other professionals.

We are open to working with the student to achieve their goals they feel are important to their future career path and will share our over 60 combined years of work experience, we've had in this area of service.

What qualifications and skills are needed for this position?

The person will be asked to have an open mind, patience for others, and the ability to communicate and work well with others. Duties include working with community members and other staff to answer questions of usage and the facilities reservation availability. Someone who has an upbeat and energetic personality will be best suited for this sometimes-fast pace office.

The person should have basic computer skills and the ability to use Microsoft Office programs is preferred. The individual will record usage of play and charges using a Microsoft Access database program. Self-starter preferred.

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