

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Recruiting and Marketing Assistant

Worksite Name: Physical, Life, Movement and Sport Sciences

Supervisor Name: Rachel Jameton Supervisor Email: rajameton@lcsc.edu

Employment Levels

| <i>Entry Level</i> | <i>Intermediate Level</i> | <i>Skilled Level</i> |
|---|---|--|
| 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.

- Create and manage Physical, Life, Movement and Sport Sciences Division social media sites (i.e. Facebook, Instagram, and Twitter).
- Participate in on-campus recruitment and retention events.
- Assist with creation of recruitment materials.
- Research other institutions and determine appropriateness of marketing endeavors.
- Create and disseminate division newsletter.
- Assist professors with on and off-campus recruiting events or curricular needs.
- Administrative assistance as needed in the PLMSS Division Office and ACW.
- Promote student involvement for the Division.
- Other duties, as the need arises, with Chair approval.

List the learning opportunities for this position.

- Improved small group discussion skills.
- Improved large group presentation skills.
- Marketing skill development and/or enhancement.
- Improve social relations.
- Increased professionalism.

What qualifications and skills are needed for this position?

A successful applicant:

- Is enrolled in a major offered in the Physical, Life, Movement and Sport Sciences Division.
- Is at least sophomore status.
- Is a skilled and effective communicator, in small and large groups.
- Is detail-oriented, organized, and meets deadlines.
- Can multi-task and is able to engage in a variety of related activities simultaneously.
- Is willing to learn and work in a variety of settings.

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