

# LC WORK SCHOLAR POSITION DESCRIPTION

## *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 (circle one)?

Entry Level

**Intermediate Level**

Skilled Level

Work Scholar job title: Office Assistant

Describe the duties of this position.

The Work Scholar will provide support for multiple functions of Early College Programs. This predominantly includes support for Dual Credit admission/registration processes, record-keeping, phone and email inquiries, assistance with management of State Department of Education's Advanced Opportunities portal, and various office-related functions as needed.

List the learning opportunities for this position.

- Systems management (Dual Credit registration forms, Advanced Opportunities portal)
- Professional interactions with students, faculty, staff, and administrators
- Project management

What qualifications are required for this position?

- Excellent oral, writing, and interpersonal skills
- Professionalism and dependability
- Ability to maintain confidentiality at all times

What skills are required for this position?

- Excellent oral and written communication skills
- Attention to detail (proofreading, ensuring accuracy of documents)
- Willingness to learn new skills