

# LC WORK SCHOLAR POSITION DESCRIPTION

## *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 (circle one)?

Entry Level

**Intermediate Level**

Skilled Level

Work Scholar job title: Marketing and Event Coordinator

Describe the duties of this position.

- Post to the Library's social media accounts regularly and responsibly
- Assist with library events
- Develop promotional materials
- Assist with development of library marketing plan
- Work with and recruit campus and community partners

List the learning opportunities for this position.

- Understanding how to market services and events
- Assist with event planning and execution
- Develop a portfolio of marketing and promotional materials
- Use social media in a professional setting
- Understand the limitations and opportunities associated with non-profit type organizations
- Learn the importance of communicating/responding in a timely manner

What qualifications are required for this position?

- LCSC student
- Communicate clearly and accurately
- Ability to use computers and relevant software and/or apps
- Problem-solving ability – both individually or in a group
- Collegiality

What skills are required for this position?

- Experience and/or interest in graphic design
- Patience with staff who have limited understanding of marketing

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