

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

Entry Level	Intermediate Level	Skilled Level
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: LCSC Social Work Program Office Assistant

Describe the duties of this position.

- Work directly with the Social Work Program Director and Social Work Faculty
- Effectively maintain databases and spreadsheets
- Use a variety of computer programs
- Maintain daily office functions (supplies, records, expense reports)
- Perform clerical functions (fliers, letters)
- Exhibit effective communication/interpersonal skills to deliver quality customer service to current and future Social Work Students
- Multi-task/work in stressful situations
- Reserve rooms for meetings, Schedule meetings, Schedule conference calls,
- Additional items as instructed by Social Work Program Director and Social Work Faculty

List the learning opportunities for this position.

- Communication skills
- Multi-tasking
- Leadership and organization skills
- Office skills

What qualifications are required for this position?

- Not a Social Work Student (due to handling student data)
- Able to work between 10-18 hours per week

What skills are required for this position?

- Advanced knowledge and ability to use Word, Excel, PowerPoint
- Proficiency in office support functions including filing, composing a variety of business documents, reception, gathering and compiling data, and balancing and coordinating a workload for multiple projects.
- Ability to keyboard/type.
- Good written and oral communication
- Ability to send and receive email with attachments

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.