

LC WORK SCHOLAR POSITION DESCRIPTION

Peer Mentor
TRIO Student Support Services

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

Describe the duties of this position.

- *Market the program to prospective and current students*
- *Contact SSS students to ensure connection to program*
- *Develop student social service resources*
- *Help students problem-solve issues*

List the learning opportunities for this position.

- *Customer service skills*
- *Interpersonal communication and establishing professional boundaries*
- *Organizational leadership and development*
- *Providing adequate documentation*
- *Action plan development*
- *Communication with staff and students*
- *General office skills*

What qualifications and skills are needed for this position?

- *Good oral and written communication skills*

- *Listening skills*
- *Competent computer skills in Word, PowerPoint, and Excel*
- *Ability to work independently and/or in a team to complete assigned projects in a timely manner*
- *Cheerful demeanor and positive attitude*

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