

# LC WORK SCHOLAR POSITION DESCRIPTION

## Employment Levels

<b>Entry Level</b>	<b>Intermediate Level</b>	<b>Skilled Level</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: \_\_\_\_\_ Outdoor Program Assistant \_\_\_\_\_

### Describe the duties of this position.

1. Computer skills
  - a. Possess knowledge of Microsoft Office applications
  - b. Willingness to learn new applications is preferred
2. Perform inventory inspections into spreadsheet form.
3. Keep accurate records of equipment inventory.
4. Ability to lift 50lbs.
5. Keep outdoor shop clean and organized.
6. Keep accurate records of rentals.
7. Perform accurate financial transactions.
8. Perform customer service via phone and in person.
9. Ability to be van certified to drive a 12-passenger van and potentially pull a small equipment trailer.
10. Assist with developing content, format, and layout of Outdoor Program postings, flyers, brochures, etc. for marketing purposes.
11. Solicit and/or take photographs and write PSA for event posting on Student Activities website and social media and for publication purposes.
  - a. Will edit or modify images provided by participants to meet Student Activities and LCSC policy and procedures.
12. Assert office and campus policy while maintaining a professional attitude when dealing with confrontational situations and conditions.
13. Perform other duties as assigned by the Student Activities Director or Administrative Assistant.

### List the learning opportunities for this position.

Knowledge of outdoor equipment such as rafts, kayaks, paddle boards, snow shoeing & camping equipment, etc.

### What qualifications are required for this position?

Exceptional interpersonal skills, detail oriented, reliable, and ability to work as a team and individually.

**What skills are required for this position?**

Microsoft applications, PowerPoint, Social Media, Ability to lift 50lbs.

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