

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
<p>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</p>	<p>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.</p>	<p>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.</p>

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: Academic Assistant II

Describe the duties of this position.

Ability to work with college students of diverse backgrounds. Possess good interpersonal, organizational skills with a desire to help others. Willing to contribute to a positive learning environment. Capacity to work independently while applying critical thinking skills and problem solving solutions to various student interactions.

Exposure and training will be provided in statistical reporting and software. Confidentiality and FERPA regulations are strictly enforced.

General duties include:

Opening Procedures

- Open lobby area, turn on lights
- Turn on power strip, plug in and turn on coffee pot and hot water pot. **Make sure coffee pot is pushed all the way back! **
- Open Commons Room door using the key behind lock (enter code and press down silver button – slide down black button to reset) - return key to lock (push code and press down silver button). Re-lock door before returning key.
- Turn on inner lights, student computers, fans and TV.
- Turn on laptop on bookshelf by Academic Assistant's desk. Open up Chrome and sign into Odyssey. User name and password should be saved on screen. Make sure 'screen keyboard' is 'on screen'.
- Turn on touch-screen by door.

- Turn on Academic Assistant's computer and open/start slideshow.
- Turn on power strip under light shelf behind desk. Check water level in rock fountain, if low add water.
- In Manager's top left drawer, get rainbow string set of keys, unlock Quiet Rm and turn on lights and fan. Re-lock door.
- Take coffee 'Donation Can' and place on shelf next to hot water pot.

Closing Procedures

- Clean all tables, computer stations and computer mice with disinfectant wipes. (Every Night)
- Turn off all student computers, fans, and power strip under lamp by Denise's desk; The fan in the Quiet Rm too.
- Turn off power strip on microwave and unplug coffee pot and hot water pot.
- Get coffee and water ready for am. (10 cups water: 2 scoops coffee) Coffee and filters in cupboard. Fill water pot if needed. (Coffee carafes are on shelf under table)
- Clean coffee/tea area and microwave with disinfectant wipes. (Every Night)
- Put coffee 'Donation Can' on Denise's desk.
- Turn off lights and close door to Quiet Room (doors are both already locked).
- Turn off lights and close Common Room (make sure it closes all the way).
- Turn off lights and close door to lobby.

General Duties:

- Acknowledge people when they check in / out and if possible, greet them by name, thank them for coming.
- If a student is not registered in the database (Odyssey), ask them their major before giving them a registration form. Students registered for a BTS/TI class or degree are eligible to use our facility. If not registered in this manner, apologetically inform student of ineligibility due to our program being funded by a grant designed to serve BTS/TI students only.
- Regularly walk around the LRC, personally connect with students, assess educational needs, push in chairs, pick up papers, check coffee level etc.
- Employees must be easily accessible to students. Wearing headphones and/or watching videos, are not acceptable and will not be tolerated.
- When approached for assistance, immediately turn attention to student. Go to student's work area and stay with them as long as necessary. Manager is always available to answer questions.
- The LRC commons may get a bit 'chatty'. If a student isn't comfortable with noise level, please apologize and direct them to the Quiet Room.

List the learning opportunities for this position.

Opportunities include learning to effectively support and communicate with populations from numerous socioeconomic areas including current CTE students, NTbG, special populations, and at-risk students to instill problem-solving skills and support areas such as academic skills development, academic planning/goal setting, study skills development, resume building and career exploration/development, community and institutional resources, personal support, and advocacy.

They will also be exposed to obtaining and collecting program statistics, program hardware and software training, workshops and program development, policies and procedures and specific duties that include working with and mentoring students. Work Scholars will learn to promote and develop problem-solving skills, student support services, academic development, planning/goal setting, study skills

development, resume building and career exploration/development, community and institutional resources, personal support, and advocacy. This will also include working together to develop and support promotions and other events that encourage student knowledge, attendance and interaction. They will also have constant access to the LRC Manager and other employees for continued support.

What qualifications are required for this position?

Ability to work with college students of diverse backgrounds. Possess good interpersonal, organizational skills and a well-kept appearance. Possess characteristics of responsibility, desire to help others, discretion and flexibility. Aptitude for contributing to a positive learning environment. Capacity to work independently while applying critical thinking skills and problem solving solutions to various situations.

What skills are required for this position?

Proficient in college level academics and communication skills. Proofreading and typing skills desired but not required.

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