Luther Work-Study Position Description

Position Title: Outreach Assistant – Catalyze Program
Department: CIES
Supervisor: Wintlett Taylor-Browne
Wage Framework Level: 1+
Work Schedule: 6-10 hours per week including some weekend work

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Position Overview

The assistant collaborates with the other assistants and the professional staff and coaches to support Catalyze students’ persistence and success. The students work with confidential information and must sign a confidentiality agreement prior to starting work.

Position Responsibilities/Functions

1. Participate in new Catalyze student orientation
2. Serve as leader of the Catalyze student leadership team
3. Assist the coaches with outreach to increase student engagement with the program
4. Use face to face/virtual methods to promote inter and intragroup relationships
5. Work with the other assistants to plan and implement events/activities for small and large groups
6. Keep the Coordinator of the Catalyze program informed of issues and opportunities
7. Attend meetings and trainings

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Position Qualifications/Requirements

- Social media skills
- Interpersonal and group communication skills
- Minimum cumulative GPA 2.3
- Be a sophomore or junior catalyze student
- At least one-year previous experience in the position or a similar position
- Demonstrated knowledge of the Catalyze program
- Luther certified driver preferred

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Key Career Readiness Focus Skills

- Asana time management
- Graphic design skills
- Intercultural competence (IDI)
- Interpersonal communication skills
- Social media skills
- Team building/leadership skills
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<tbody>
<tr>
<td><strong>Safety Hazards and Physical Demands Checklist</strong></td>
<td><em>Please check any hazards and appropriate training below that apply to this position.</em></td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required to stand for long periods of time.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required or may need to lift more than 20 pounds.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student will be trained in proper lifting techniques.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required to wear safety goggles, a harness or other protective clothing.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required to wear closed toe shoes.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required or may be exposed to hazardous materials or caustic chemicals. (Including but not limited to petroleum products, cleaning agents, bleach, paints, paint thinner, lawn treatment chemicals, chemical agents, laboratory chemicals, pool treatments, etc.)</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student will be trained in the handling of hazardous materials or caustic chemicals.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required to use power tools, machinery, or other equipment.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student will be trained to use power tools, machinery, or other equipment.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required to use objects such as knives, cutters, or other sharp objects.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student will be trained in the use of objects such as knives, cutters, or other sharp objects.</td>
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<tr>
<td>yes</td>
<td>X</td>
<td>no</td>
<td>The student is required to climb on lifts, ladders, scaffolding, or other apparatus.</td>
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</table>
The student will be trained in the use of all lifts, ladders, scaffolding, or other apparatus.

The student will be exposed to liquids or oils with temperatures such as extreme hot or cold that could potentially cause injuries.

The student will be trained to safely use liquids of extreme temperatures that could cause injury.

The student is required to operate a utility vehicle.

The student will be trained to safely operate a utility vehicle.

The student is required to have a valid driver's license.