

## Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Institute Program Assistant	10674		06-26-2012

### General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

*Note:* The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

### Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

To help youth and young single adults understand and rely on the teachings and Atonement of Jesus Christ, qualify for the blessings of the temple, and prepare themselves, their families, and others for eternal life with their Father in Heaven. This is accomplished by assisting Institute directors to enroll institute students, encourage completion, and provide appropriate support to the institute program.

(Note: Those individuals assisting at Centers for Young Adults may be considered under this job description, as many of the responsibilities and qualifications are the same.)

### Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

Church-Service Missionaries (CSMs) serving in a Program Assistant capacity will:

- Work with the institute director to identify young single adults (between 18 -30 years of age).
- Provide support for the administrative responsibilities of the institute program
- Provide institute instruction as needed.
- Serve and bless the lives of young single adults in an institute setting, fellowship and mentor young single adults.
- Help plan and carry out institute activities.

Schedule and Work Hours:

- The service would be for between 8-10 hours per week.
- Be able to serve for a period of 12 to 18 months.

### Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

Must be a member of The Church of Jesus Christ of Latter Day Saints and worthy to hold a temple recommend.

Possess an outgoing, friendly and pleasant demeanor and enjoy working with student and young single adults.

Be physically and emotionally capable of interacting with young single adults.

Be able to remain calm and communicative during stressful situations.

Able to follow direction and handle changes in policy and processes.

Working knowledge of computers, including e-mail and internet and a willingness to learn new computer programs and processes.

Good verbal and written communication skills