

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Communications Intern

Worksite Name: Valley Vision

Supervisor Name: Jerry Chavez Supervisor Email: jerry@vvedc.com

## ***Employment Levels***

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></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 (underline one)?

Entry Level       Intermediate Level       Skilled Level

Describe the duties of this position.

### Summary:

Intern position utilized for training an active college student towards a professional-level role. Responsibilities vary and are based upon the needs of the area and the experience of the incumbent at the time of employment. This incumbent works under direct supervision and has responsibilities for performing entry-level tasks and for learning professional-level tasks relating to area operations. May potentially earn internship credit.

### Description:

If you're looking to use your classroom skills in a fast-paced environment, an internship at Valley Vision, INC. will allow you to do all this and more! Interns' responsibilities vary and are based upon the needs of the area and the experience of the incumbent at the time of the program. As part of our internship program, you will directly impact our business on a daily basis by creating press releases, content for new website, and generally implementing the Valley Vision communication plan.

List the learning opportunities for this position.

You will be involved in:

“Real” Work: you will be assigned responsibilities to make direct contributions to professional goals. Intern Project: you will be assigned communication projects that challenge your problem-solving, messaging and innovation skills to business professional audiences. Community: you will have the opportunity for visibility with senior management as well as one-on-one learning with professionals in your area. These professionals will share their knowledge, experience, and assume roles as individual coaches and mentors.

What qualifications and skills are needed for this position?

- High School Diploma or equivalent and current enrollment at Lewis Clark State College.
- Must have been enrolled in Business Administration, Marketing, Communication or Journalism -or- related field and must be currently enrolled in college and working towards obtaining at least a 2-year degree in Business Administration, Marketing, Communication or Journalism or related field.
- No previous work experience is required.
- Strong oral and written communication skills.
- Developed organizational skills and attention to detail.
- Analytical or critical thinking skills.
- Ability to handle confidential or sensitive information with discretion.
- Effective planning and multi-tasking skills.
- Strong listening skills and the ability to follow directions and ask questions to ensure a productive internship.
- Proficiency with Microsoft office software, especially Microsoft Word and Power Point

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