

# LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Intramurals Assistant

Worksite Name: Club Sports & Intramurals

Supervisor Name: Clair Neelon Supervisor Email: cneelon@lcsc.edu

## ***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.**

The Intramurals Assistant will be responsible for assisting with the day-to-day operations of the Club Sports and Intramurals Office. They will perform basic office duties at the info desk including answering phone calls, customer service, cleaning and other duties as assigned. They will help facilitate a fund and safe atmosphere for all participants in the Intramurals program. They will support Intramurals Referees with official rules and policies as needed. They will represent Club Sports & Intramurals through marketing and tabling events and initiatives. They will support social media initiatives to increase account engagement. They will assist with the planning and management of Intramural events and activities hosted on campus. They will seek new Intramural activity operations through collaboration with community organizations.

**List the learning opportunities for this position.**

- Event Management: learning the process of planning, coordinating and organizing Intramural events and activities on campus.
- Marketing and Promotions: learn effective tactics to engage and draw in audience through tabling, social media, and marketing initiatives.
- Collaboration: learn to communicate and collaborate with campus and outside organizations to effectively plan events.
- Opportunities to improve conflict management, teamwork, leadership, adaptability, and customer service skills.

## What qualifications and skills are needed for this position?

- Basic Office Skills
- Ability to use Microsoft Office
- Knowledge of standard practice in various sports and activities; knowledge of intramural sport policies and rules
- Familiarity with social media and design platforms, such as Canva or InDesign is a plus
- Ability to multitask
- Effective communication skills
- Great interpersonal skills
- Ability to work independently and collaborate as a team
- Ability to handle physical demands such as occasional bending, stopping and lifting, ability to stand, walk or run for extending periods of time

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8<sup>th</sup> Avenue, Lewiston, Idaho, 83501.

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