

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Communications & Marketing Intern

Worksite Name: LC State Communications & Marketing

Supervisor Name: Logan Fowler Supervisor Email: ljfowler@lcsc.edu

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
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 Communications & Marketing Intern will support the LC State Communications & Marketing Department as it promotes Lewis-Clark State College through news dissemination, publications, web coordination and content, social media, videography, graphic design, photography, advertising, branding and more. The internship will focus on the strengths and interests of the applicant as they relate to the current needs of the department.

List the learning opportunities for this position.

Learning opportunities will be catered to the skills and interest of the applicant, along with the needs of the office. Opportunities may include projects related to:

- professional writing
- web coordination
- social media
- videography
- photography
- graphic design
- advertising
- brand development
- public relations
- event planning
- office management

What qualifications and skills are needed for this position?

Students majoring in marketing or communications related fields are usually the best fit, but all applicants will be considered.

Applicants must have some skill/experience and a very strong interest in one or more of the following areas:

- professional writing
- web coordination and content
- social media
- videography
- photography
- graphic design
- advertising
- public relations

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 8th Avenue, Lewiston, Idaho, 83501.

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