

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Athletics Work Scholar

Worksite Name: Lewis-Clark State Athletics

Supervisor Name: Alisha Alexander Supervisor Email: analexander@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.

Assist in all aspects of athletic department with tasks including: marketing, game management, event coordinator, communications, office organization and other duties as assigned.

List the learning opportunities for this position.

Work Scholars would learn the ins and outs of college athletic marketing, game management, event coordinator and communications.

What qualifications and skills are needed for this position?

Must be proficient in Microsoft Office. Ideally familiar with Adobe but not required.

Must be organized and able to multitask. Has to have a positive attitude and be willing to work with customers.

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