

# 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***

<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 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

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