

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Coordinating Intern

Worksite Name: Workforce Training at LC State

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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.

A coordinating intern is responsible for supporting the day-to-day operations of a department or office. Some of the typical duties of a coordinating intern include:

1. Administrative tasks: Assisting with various administrative tasks, such as scheduling appointments, answering phones, responding to emails, and organizing files and documents.
2. Project support: Providing support for ongoing projects, such as conducting research, preparing reports, and coordinating meetings.
3. Event planning: Assisting with the planning and execution of events, such as meetings, conferences, and workshops.
4. Communication: Maintaining communication with internal and external stakeholders, such as clients, vendors, and colleagues.
5. Data management: Assisting with the management of data, such as updating databases, tracking information, and preparing reports.
6. Problem solving: Assisting with problem-solving and decision-making tasks, such as analyzing data, identifying solutions, and recommending actions.
7. Mentorship: Receiving mentorship and support from more experienced staff members to develop professional skills and knowledge.

The coordinating intern plays a critical role in ensuring the smooth and efficient operation of the department or office. Through their duties, they gain valuable experience and insights into the workings of the organization, preparing them for future opportunities for advancement.

List the learning opportunities for this position.

A coordinating intern can take advantage of several learning opportunities during their internship. Some of the key learning opportunities include:

1. Industry knowledge: Gaining an understanding of the industry and learning about the latest trends and best practices.
2. Professional skills: Developing professional skills, such as communication, problem-solving, project management, and time management.
3. Technical skills: Acquiring technical skills, such as software proficiency, data analysis, and report writing.
4. Teamwork: Working collaboratively with colleagues to achieve department or office goals and learning about teamwork dynamics.
5. Networking: Building relationships with colleagues, industry professionals, and other stakeholders to expand professional networks.
6. Mentorship: Receiving mentorship and guidance from more experienced staff members to develop professional skills and knowledge.
7. Leadership: Observing and learning from department leaders to understand leadership styles and best practices.
8. Organizational culture: Gaining an understanding of the organizational culture, values, and goals to align personal and professional objectives.

Through these learning opportunities, the coordinating intern can gain a well-rounded understanding of the industry, the organization, and the skills and knowledge required for success. This can help them to build a successful career and contribute to the growth and success of the department or office.

What qualifications and skills are needed for this position?

1. Same qualifications as the LC Work Scholars Program.
2. Communication: Excellent verbal and written communication skills are essential for success as a coordinating intern. This includes the ability to effectively communicate with team members, stakeholders, and clients.
3. Organization: The ability to manage multiple tasks and prioritize responsibilities is critical for success as a coordinating intern. This includes the ability to keep track of deadlines, schedules, and progress towards goals.
4. Problem-solving: The ability to analyze data, identify problems, and recommend solutions is important for success as a coordinating intern. This requires strong critical thinking and analytical skills.
5. Technical proficiency: Proficiency in software programs such as Microsoft Office, Google Suite, and data management tools is important for success as a coordinating intern.
6. Adaptability: The ability to adapt to changing circumstances and take initiative is essential for success as a coordinating intern. This requires flexibility and a positive attitude.
7. Teamwork: The ability to work well with others and contribute to a positive team dynamic is critical for success as a coordinating intern. This includes the ability to communicate effectively, collaborate on projects, and support team members.
8. Leadership: The ability to take initiative, make decisions, and take ownership of responsibilities is important for success as a coordinating intern. This requires strong interpersonal skills, confidence, and leadership potential.
9. Attention to detail: The ability to pay close attention to detail and produce accurate and error-free work is important for success as a coordinating intern.

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