



LC WORK SCHOLARS

LCSC Work Scholars Spring 2021 Work Site Application Application Deadline: **February 12, 2021**

All applications must be completed using 12 point font.
Handwritten applications will **not** be accepted.

*All off-campus worksite applicants will be required to submit their Non-Discrimination & Anti-Harassment Statement with their application. Please contact the LC Work Scholars office for questions.

Send completed application to lcworkscholars@lcsc.edu

LCSC Work Scholars provides the opportunity for students to acquire professional skills and gain workforce experience while offsetting the need to rely on student loans, reducing tuition costs, and offering a pathway to employment after graduation.

WORK SITE INFORMATION

Name of business/department: _____

Address: _____

Contact name: _____ Title: _____

Phone: _____ E-mail: _____

Work Scholar supervisor: _____ Title: _____

Phone: _____ E-mail: _____

Number of Work Scholars requested: _____

*Work sites may apply for **no more than two** Work Scholar positions per academic year.*

STUDENT DEVELOPMENT

Describe how you will support the Work Scholar(s) on the job.

Describe how you will integrate the Work Scholar within your business/department. How do you plan to familiarize them to your business/department and employees?

Describe how you will prevent and/or resolve problems that may occur on the job?

How will you establish professional protocol for your office with your Work Scholar?

Describe the training and support your office will provide to Work Scholars.

What advancement opportunities could a Work Scholar have during their tenure of service?

If resources allow, what conferences and/or professional development opportunities will your Work Scholar attend?

Describe your department's capacity to provide supervision of the Work Scholar including monthly evaluations, supervisor orientation and training, and helping student work toward meeting learning objectives.

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, programs, admissions, and employment. The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501. TTY 1-800-377-3529.

1. I understand the above statement and as part of the LCSC Work Scholars program my business/department agrees to abide by these hiring practices.
2. I understand that a cash match per Work Scholar per semester is required to host a LCSC Work Scholar. My business/department agrees to pay the required match.

Signature

Date

LC WORK SCHOLAR POSITION DESCRIPTION

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 (circle one)?

Entry Level

Intermediate Level

Skilled Level

Worksite Name: _____

Work Scholar job title: _____

Describe the duties of this position.

List the learning opportunities for this position.

What qualifications are required for this position?

What skills are required for this position?

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