



LC Work Scholars Position Description

Work Scholars Job Title: Workforce Training Student Intern

Worksite Name: Workforce Training

Supervisor Name: Doug Cruthirds

Supervisor Email: dfcruthirds@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 (check one)?

☐ Entry Level

☐ Intermediate Level

☐ Skilled Level

Describe the duties of this position.

The Workforce Training Student Intern will play an important role in supporting the daily operations of a busy, community-focused office. As a first point of contact for students, businesses, college staff, and community members, the intern will help create a welcoming and professional environment.

Responsibilities include:

- Answering and directing phone calls
- Responding to and routing emails
- Scheduling appointments, organizing records
- Providing general administrative support.

The intern will also assist with event planning, data management, research, and special projects.

This position offers a variety of responsibilities and opportunities to take initiative, exercise independent judgment, and contribute to the success of Workforce Training programs.

List the learning opportunities for this position.

Students will gain firsthand experience in the day-to-day operations of a professional office while developing transferable skills that will benefit them in a variety of career paths.

- Develop professional communication and customer service skills through daily interactions with students, businesses, staff, and community members.
- Gain exposure to a diverse professional network through unique opportunities to interact with customers, business professionals, and community partners from a variety of industries and backgrounds.
- Strengthen organizational, time management, and problem-solving skills while balancing multiple priorities.
- Gain practical experience with office technology, scheduling, data management, and administrative procedures.
- Learn the fundamentals of event planning, project coordination, and professional research.
- Build confidence, independence, and sound decision-making skills through progressively greater responsibility.
- Gain an understanding of how Workforce Training programs support local businesses and the community.

List the qualifications and skills required for this position.

We are looking for a dependable, motivated student who enjoys working with people, takes initiative, and approaches new challenges with curiosity and a willingness to learn.

- Same qualifications as the LC Work Scholars Program.
- Strong verbal and written communication skills.
- Good organizational skills and attention to detail.
- Ability to prioritize tasks, solve problems, and adapt to changing needs.
- A friendly, professional attitude and the ability to work with a diverse range of people.
- Basic computer skills and a willingness to learn new software and office procedures.
- Ability to work both independently and collaboratively as part of a team.
- Dependability, discretion, and the ability to handle confidential information appropriately.
- Willingness to learn new skills, take on new challenges, and grow professionally.
- Openness to constructive feedback and the ability to apply it to improve performance.
- A positive attitude, curiosity, and a willingness to ask questions and take initiative.

Describe your management style.

The Workforce Training staff are supportive, collaborative, and focused on helping students grow. We provide clear expectations, hands-on training, and regular feedback while encouraging questions, creativity, and independent problem-solving.

As students become more comfortable in their roles, we encourage them to take ownership of their work and explore new responsibilities. Our goal is to create a welcoming environment where students feel comfortable asking questions, learning from mistakes, and building the confidence and professional skills they will carry into their future careers.

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. This policy applies to all programs, services, and facilities, including applications, 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 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501.