

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

Work Scholar job title: Athletic Operations Assistant

Describe the duties of this position.

Marketing Promotions; Communications; Sports Event Management; Special Events: WAA events and AAU Tournaments.

List the learning opportunities for this position.

Marketing Promotions: Home Game Duties, Warrior Zone/Jr. Warrior Club, Poster Distribution
Communications: Social Media, On-Campus Communications, Promotions/Souvenir Contests
Sports Event Management: Game Day protocol
Special Events: AAU Fundraisers & WAA Events

What qualifications are required for this position?

Must be able to meet deadlines, and have an interest in athletics. The positions requires night and weekend work with the ability to take photos and post to the Athletics Website in a timely manner after the conclusion of an event (AAU).

What skills are required for this position?

Microsoft Office, ability to make phone calls, file and data entry. ability to lift 30 lbs.