



## LC Work Scholars Position Description

Work Scholars Job Title: SUB/CSL Office and Events Assistant

Worksite Name: SUB/CSL Building

Supervisor Name: Carol Ingram Supervisor Email: csingram@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 (check one)?**

- Entry Level     
  Intermediate Level     
  Skilled Level

#### **Describe the duties of this position.**

Computer skills, customer service, event department setups and layouts, developing media content, and occasional physical labor.

#### **List the learning opportunities for this position.**

In depth knowledge of clubs & organizations, WEB, ASLCSC, and the inner workings of special events hosted by SUB/CSL on the LC campus.

#### **List the qualifications and skills required for this position.**

Excellent interpersonal and communication skills, strong attention to detail, dependable, punctual, and capable of working both collaboratively in a team and independently.

#### **Describe your management style.**

My management style is supportive, structured, and mentorship-focused. I prioritize clear communication, setting organized expectations, and providing constructive feedback to help students succeed in their roles.