



LC Work Scholars Position Description

Work Scholars Job Title: Program Assistant

Worksite Name: LC State Center for Arts & History

Supervisor Name: Callee Lasley Supervisor Email: cmlasley@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 (underline one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

The Program Assistant will work closely with staff to help plan and implement events and programs designed for student engagement. They will assist with all aspects of exhibition preparation, including installation and takedown, and will contribute to outreach efforts by helping create promotional materials such as flyers, social media content, and event announcements. This role involves communicating with artists, students, and community partners, as well as tracking logistics, timelines, and task lists for projects.

The Program Assistant will help maintain a welcoming and professional gallery environment by greeting visitors, answering questions about exhibits, and ensuring the space remains clean and organized. They will attend team meetings, contribute to planning discussions, and participate in regular check-ins with their supervisor for mentorship, feedback, and goal setting. Additional responsibilities may be assigned depending on current programming needs.

List the learning opportunities for this position.

This position offers a valuable opportunity to gain experience in program planning, gallery and exhibit operations, and project coordination. The student will build professional communication skills, engage in mentorship, and take part in collaborative programming. They will be supported in their personal and professional growth through regular feedback, reflection, and participation in the daily workings of a dynamic arts space.

List the qualifications and skills required for this position.

The ideal candidate will have strong communication and organizational skills, along with an interest in the arts, education, or public programming. They should be dependable, professional, and



comfortable working both independently and collaboratively. A willingness to learn, take initiative, and receive feedback is essential. Candidates should also be proficient in Microsoft Office tools, including Word, Excel, and Teams, as these will be used for communication, scheduling, and project tracking. Prior experience in event planning, design, or public engagement is helpful but not required.

Describe your management style.

As a supervisor, I value open, honest, and respectful communication. Students can expect a supportive environment where questions are welcomed, feedback is clear and constructive, and growth is a shared priority. While I maintain high expectations and work hard to meet deadlines, I also recognize individual learning curves and the importance of flexibility. I aim to create a space where students feel both challenged and supported, with regular check-ins to reflect on progress, set goals, and ensure that they feel confident and empowered in their role.

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.

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.