



LC Work Scholars Position Description

Work Scholars Job Title: AAU Tournament Coordinator & Volleyball Operations Coordinator

Worksite Name: Athletics - Volleyball

Supervisor Name: Katie Palmer Supervisor Email: khpalmer@lcsc.edu

Employment Levels

Entry Level	Intermediate Level	Skilled Level
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.

This position provides hands-on experience in two areas essential to the continued success of Lewis-Clark State College and LC State Athletics: student-athlete recruitment and retention and the planning and execution of revenue-generating AAU Basketball Tournaments hosted on campus. The position will also support the daily operations and overall success of the Warrior Volleyball program. Primary responsibilities include, but are not limited to:

- 1) Student-Athlete Recruitment and Retention: Assist with recruiting correspondence and mailers, coordinate apparel and materials for recruiting photo shoots, prepare and distribute welcome baskets, and maintain recruiting websites and social media platforms to enhance student-athlete engagement and the overall recruiting experience.
- 2) AAU Basketball Tournament Operations: Support the planning, coordination, and execution of campus-hosted AAU Basketball Tournaments. Responsibilities include processing HR paperwork for officials, managing timesheets for event staff, updating tournament schedules and results, coordinating concession operations, and managing tournament apparel inventory and sales.
- 3) Warrior Volleyball Program Operations: Assist with the day-to-day operations, special events, administrative responsibilities, and program initiatives that contribute to the overall success of LC State Volleyball and enhance the student-athlete experience.

List the learning opportunities for this position.

The Work Scholar will receive structured on boarding, hands-on training, and ongoing mentorship to develop an understanding of collegiate athletics operations, student-athlete recruitment and retention, and revenue-generating event management. Through practical experience and increasing levels of responsibility, the Work Scholar will develop transferable skills in communication, organization, event management, customer service, marketing, problem solving, teamwork, and leadership.

List the qualifications and skills required for this position.

1. Technology Proficiency: Basic computer skills and a willingness to learn and utilize Microsoft Teams as a central platform for communication, document storage, task management, and collaboration.
2. Marketing and Social Media: Interest in learning and utilizing Canva and various social media platforms to create graphics, promote events, support recruiting efforts, and enhance program engagement.
3. Event Operations: Willingness to assist with the physical setup, execution, and breakdown of athletic events, including occasional evening and weekend responsibilities.
4. Drivers License :)

Describe your management style.

Our management and mentorship style is rooted in clear expectations, structured on boarding, established systems, and a genuine commitment to developing people. We believe that when individuals are provided with the right tools, resources, and support, they can quickly build confidence in their responsibilities while continuing to expand their skills and abilities. Much like our student-athletes, we are committed to building champions and that includes career readiness for work-scholars.

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 nondiscrimination policies and can be reached at 208-792-2269 or in the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho 83501. TTY 1-800- 377-3529.