



LC Work Scholars Worksite Application

Term: Fall 2026

Deadline: March 13th, 2026

- **Send completed application to:** lcworkscholars@lcsc.edu
- Handwritten applications **will not** be accepted.
- All off-campus worksite applicants will be required to submit their Non-Discrimination & Anti-Harassment Statement with their application. Please contact the LC Work Scholars office for questions.

Worksite Information

Name of business/department: _____

Address: _____

Contact name: _____ Title: _____

Phone: _____ E-mail: _____

Work Scholars supervisor: _____ Title: _____

Phone: _____ E-mail: _____

Number of Work Scholars requested: _____ (limit of 2)

Student Development

How will your department actively support the development and success of the Work Scholar(s) in their role? Please include how you plan to provide feedback, mentorship, and growth opportunities in day-to-day work.

How will you establish clear expectations, boundaries, and professional norms for the Work Scholar in your office? Include how these will be communicated and reinforced throughout their time with you.



What onboarding, training, and ongoing support will your office provide to ensure the Work Scholar can succeed and grow in their role?

What potential advancement, leadership, or skill-building opportunities might be available to the Work Scholar during their placement?

Are there any professional development activities (e.g., trainings, workshops, conferences, networking events) your department might offer or encourage for your Work Scholar?
Please note if these are contingent on funding.

How would you describe your management and mentorship style when working with student employees? *For example, how do you approach communication, feedback, delegation, and student development?*



Acknowledgment

Please read the statements below and check the box to confirm your agreement:

Non-Discrimination Policy

I acknowledge that I have read and understand the following statement:

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.

As a participating department/business in the LC Work Scholars Program, I agree to abide by these non-discriminatory hiring practices.

Program Funding Commitment

I understand that participation in the LC Work Scholars Program requires a cash match per Work Scholar per semester. My business/department agrees to pay the required match as outlined by program guidelines.

Signature: _____

Date: _____



LC Work Scholars Position Description

Work Scholars Job Title: _____

Worksite Name: _____

Supervisor Name: _____ Supervisor Email: _____

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.

List the learning opportunities for this position.

List the qualifications and skills required for this position.

Describe your management style.

Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex (including gender identity, sexual orientation, and pregnancy), national origin, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state or local law. 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.