



LC Work Scholars Position Description

Work Scholars Job Title: Assistant to the Director

Worksite Name: LCSC Center for Teaching and Learning

Supervisor Name: Marlowe Daly-Galeano Supervisor Email: hmdalygaleano@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.

The Work Scholar will help to schedule sessions at the CTL, write weekly emails, manage Everyday Teaching Excellence awards, attend and support some CTL sessions, track attendance, contribute to semester and annual reports, review the Canvas site and webpage, and work with the Director to develop teaching resources. The Work Scholar will organize one or two student panels per year. Upon demonstration of success, the Work Scholar may be asked to assist in the development and offering of a student-faculty partnership program or other program.

List the learning opportunities for this position.

This position will offer opportunities to learn about professional, academic communication (written and oral), as well as the use of Microsoft and Google products for record-keeping and reporting. Work Scholars will gain knowledge and experience with professional leadership and collaboration. They will also develop knowledge of best practices in education and educational development.

List the qualifications and skills required for this position.

Strong writing and communication skills, ability to work independently on assigned projects, attention to detail, accountability, willingness to learn.

Describe your management style.

I strive to be clear, flexible, and supportive in management roles. I will offer ongoing opportunities for learning and growth, and I also prefer to give people enough space so that they can work in a way that allows them to be most productive. I prefer to address problems right away, and I strive to create a respectful and generative community in the workplace.

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.