| Date | Position # | Position Title  |
| --- | --- | --- |
| 1/19/2022 | SSCCL3 | Student Employee – Program Associate Level III |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Executive | Cesar Chavez Learning Center | Level 3 | FA9646 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |
| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] \_\_Up to 25\_\_ Hrs/Week | **Pooled Position:** [ ]  | Click or tap here to enter text. **# of Employees if this position is pooled.** |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The primary purpose of student employment is to provide current LCC students with the opportunity to acquire job skills and experiences during semesters while actively attending classes at LCC. Student Program Associates in **the Cesar Chavez Learning Center** will assist with: the development, implementation, and delivery of programs, services, and activities conducted by ACCESS, LUCERO, Men About Progress and WISE programs.* Assists in design, recruitment, implementation, and maintenance of program components.
* Assist with support services (The Village), monthly newsletter, peer-to-peer meetings, study tables, program meetings, as well as assist with the Summer Impact/Pre-College Program.
* Supports the Diversity Project Coordinator.
* Aides the Program Coordinators in their collaboration efforts with other departments within the college and in the community.
* Responsible for the production of summary reports on the activities of the program.
* Assists with conducting workshops, activities, and program designed to accomplish the mission of the CCLC programs.
* Responds accurately to inquiries by parents, students and other interested parties concerning the program.
* Assists with the coordination of marketing and communications and assists with other recruitment activities on behalf of the programs.
* Assists in securing and scheduling rooms, equipment, refreshments, and materials for meetings, workshops, seminars, programs, orientation, and training sessions.
* Serve as a peer mentor with the CCLC Mentoring program.
* Meet with supervisor(s) on a regular basis and attend staff meetings, workshops and other program activities.
* Assist in planning events and creating promotional materials
 |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 30 | 1 | Assists in development, implementation, and delivery of programs, services, and activities conducted by ACCESS, LUCERO, Men About Progress and WISE programs. Assists in design, recruitment, implementation, and maintenance of program components  |
| 15 | 2 | Assist with support services (The Village), monthly newsletter, peer-to-peer meetings, study tables, program meetings, as well as assist with the Summer Impact/Pre-College Program |
| 10 | 3 | Supports the Diversity Project Coordinator. |
| 10 | 4 | Assists with conducting workshops, activities, and program designed to accomplish the mission of the CCLC programs |
| 10 | 5 | Assists with the coordination of marketing and communications and assists with other recruitment activities on behalf of the programs |
| 7 | 6 | Responsible for the production of summary reports on the activities of the program |
| 5 | 7 | Responds accurately to inquiries by parents, students and other interested parties concerning the program |
| 5 | 8 | Assist in planning events and creating promotional materials |
| 5 | 9 | Serve as a peer mentor with the CCLC Mentoring program |
| 3 | 10 | Assists in securing and scheduling rooms, equipment, refreshments, and materials for meetings, workshops, seminars, programs, orientation, and training sessions |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Ability to work effectively with a diverse communityExperience working in an office settingExperience working with underrepresented studentsExperienced working with first-year studentsGraphic design and social networking skillsPresentation and event planning skillsPrevious experience with planning and organizing workshops and other events |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** High School Diploma and Actively pursuing an associates or undergraduate degree @ LCC
* Enrolled in 6 cr. for a grade fall and spring; 3 cr. summer

**Preferred*** 3.0 GPA
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Sandra Etherly-Johnson **Supervisor’s Signature:** \_\_\_\_\_\_ **Date:** 1/19/2022

**Dean/ELT’s Name:** Tonya Bailey **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_ **Date:** 1/19/22022

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_ **Date:** \_1/19/2022\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** SSCCL2 **Date:** **1/19/2022 Supervisor’s Position #:** FA9646

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[ ]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[ ]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[ ]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[ ]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[ ]  Reaching

[ ]  Balancing

[ ]  Crouching

[ ]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises