| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 10/9/2024 | FS9572 | Administrative Assistant to the Office of Compliance | FA9647 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Business Operations | Compliance | Full-Time Professional Support 5 | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# 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. |
| --- |
| This position provides administrative support to the Director of the Office of Compliance and other compliance personnel. Provides service-oriented support with a high degree of confidentiality and diplomacy. Responsible for general administrative activities, routine and special projects, budget maintenance and processing, purchasing/ordering supplies, assisting with records maintenance, managing and coordinating workflow in the Compliance Office, and overseeing tasks assigned to student employees. Provides and maintains collaborative relationships through continual communication across various departments. Must exercise good judgement, work independently, and demonstrate excellent communication and organization skills. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| not applicable |

| **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 grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
|  |  |  |
| 40% | 1 | Administrative Support: Provide administrative support for the Office of Compliance in routine and special projects/reports. These projects and reports, assigned by the Director of Compliance, will include but are not limited to: conducting research, data analysis, and maintaining reports, forms, standard operating procedures, and records systems.  |
| 20% | 2 | Coordination and Organization: Coordinate and schedule calendars, meetings, create agendas, and take minutes for meetings led by the Office of Compliance. Disseminate information and follows up as applicable. Create and maintain forms, procedures, and work flow for various committees. Review correspondences, create, edit, and disseminate written communication from the Office of Compliance in various media formats.  |
| 20% | 3 | Office Management: Ensure excellent customer service, efficient workflow, and fiscal responsibility in the Office of Compliance. Monitor and maintain departmental budgets. Serve as the Office of Compliance primary point of contact with the Finance Office and with external vendors regarding invoicing. Manage office space including maintaining and purchasing office supply needs, ensuring that supplies are available for the office staff.  |
| 10% | 5 | Serve as the Office of Compliance primary point of contact for customer service with both internal and external clients and stakeholders. Maintain collaborative relationships.  |
| 5% | 6 | Stay up to date regarding legislative issues and policies impacting the College. Serve as a resource for administrators and staff in the Office of Compliance. |
| 5% | 7 | Perform other duties as assigned.  |
|  | 8 | Click or tap here to enter text. |
|  | 9 | Click or tap here to enter text. |
|  | 10 |  |

| **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.  |
| --- |
| Knowledge: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required for the job.** Experience with computer software used at the College (windows, word processing, spreadsheets, databases, room scheduler).
* General overall working knowledge of the College, policies and procedures.
* Knowledge of College processes together with processing skills to anticipate projects and accomplish them.
* Understand confidential issues and compliance with confidentiality laws and regulations.
* Ability to gather and analyze data and produce reports from the data.
* Excellent organizational skills

Communication/Influence: *Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers.”** Effective and professional oral and written communication skills.
* Possess conflict resolution skills.
* Provide and model excellent customer service.
* Serve as a resource for the office.

PROBLEM SOLVING: *Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.** Take initiative and independently perform a variety of duties and balance multiple priorities on a continuing basis.
* Use critical thinking skills to analyze a situation and respond appropriately.
* Ability to learn new systems and processes quickly.
* Accurate and thorough follow though to bring effective closure in a timely manner.

Leadership:  *Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.** Represent the Office of Compliance in a professional manner that creates respect and confidence.
* Be a self-starter and assume responsibility for tasks without direct supervision.
* Manage workload and priorities in a fast paced environment.

Other: *Other applicable skills and abilities not mentioned above.** Possess maturity to represent the office of compliance to various stakeholders.
* Utilize effective time management skills and work effectively in a team environment or independently as needed.
* Ability to work effectively with a diverse community.
* Be a self-starter and assume responsibility for task without direct supervision.
* Provide follow through on all projects.
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| **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**Associate’s Degree or a combination of education and related, progressive administrative assistant experience.Demonstrated customer service experience. Demonstrated experience using computer applications and office software (i.e. MS Office Suite, Outlook, etc.)Demonstrated excellent verbal and written communication skills.Demonstrated organizational skills.**Preferred**Knowledge of compliance and regulations.Knowledge of current guidelines for accessibility.  |

| **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.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Bentrelle Carroll **Supervisor’s Signature:** \_Bentrelle Carroll\_\_\_\_ **Date:** 10/7/2024

**Dean/ELT’s Name:** Seleana Samuel **Dean/ELT’s Signature:**  **Date:** 10/10/2024

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_\_10/9/2024\_\_\_\_

**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 #:** FS9572 **Date:** **10/9/2024 Supervisor’s Position #:** FA9647

## **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:**

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

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

[x]  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

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

[ ]  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