| Date | Position # | Position Title  |
| --- | --- | --- |
| 5/23/2022 | SSFNDN | Student Employee - Foundation |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Executive | Foundation | Student Level II | FS9895 |

# Status: Please select the appropriate boxes that apply.

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

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] \_\_Up to 25\_\_ Hrs/Week | **Pooled Position:** [x]  | 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. |
| --- |
| 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 employees in Foundation Department will assist with advanced projects, tasks, events, and research as assigned. This position will also conduct operational tasks and assist with support functions, as skills and knowledge develop. Student employees will also assist with: directing visitors, answering office phones, office cleaning, filing, scanning, and other Foundation Department needs.  |

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

| **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 the monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 20 | 1 | Conduct research for department or division as instructed by supervisor. Collect data, sort, analyze and prepare workable reports. Make research available electronically in shared drives and/or databases. |
| 20 | 2 | Prepare and disseminate internal & external correspondence such as memos, letters, acknowledgments, and reports free from errors and in the appropriate format. |
| 20 | 3 | Enter giving and gift information into the Foundation donor management system. Assist with bi-weekly payroll deduction entry and reporting. |
| 20 | 4 | Assist with support and operational projects as needed. |
| 10 | 5 | Assist with inventory, document retention and organization of Foundation storage, office supplies, and donor gift/promotional materials. |
| 5 | 6 | Participate in committees and meetings as requested. |
| 5 | 7 | Assist with coordination of events which can include planning, set-up, creation of materials, invitations, food, room reservations, etc. |

| **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 community
* Familiarity with Microsoft Office suite: Word, Excel, Outlook
* Excellent written and oral communication skills
* Ability to deliver excellent customer service
* Ability to be dependable and prompt
* Ability to work independently and as part of a team
* Ability to have strong attention to detail
* Ability to follow directions
* Ability to work positively in a constructive/professional manner
 |

| **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 associate’s 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.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Cathy Zell **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_5/23/2022\_\_\_

**Dean/ELT’s Name:** Toni Glasscoe **Dean/ELT’s Signature:** \_ **Date:** \_5/24/2022 \_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_ **Date:** \_5/26/2022\_

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

**Position #:** SSFNDN **Date:** **5/20/2022 Supervisor’s Position #:** FS9895

## **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)

[x]  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)

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

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

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

[x]  Color vision (distinguish colors)

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

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

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

[ ]  Climbing

[x]  Kneeling

[x]  Reaching

[ ]  Balancing

[x]  Crouching

[ ]  Grasping

[x]  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)

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

[x]  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