



## Staff Job Description

DATE	POSITION #	POSITION TITLE	REPORTS TO:
12/6/2023	FS9584	Coalition for College and Career Readiness (C3R) Coordinator	FA9824

		For HR Use Only		
DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	SOC CODE	EMPLOYMENT CODE
Executive Division	Division Office	Full-Time Professional Support 6	43-0000	5 - Other Full Time

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: Choose an item.	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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**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 Coalition for College and Career Readiness (C3R) convenes stakeholders to identify and promote best practices and systems alignment to increase college and career readiness in the tri-county area. This position reports to the Associate Vice President (AVP) and serves as a subject matter expert and resource for the C3R initiative. Working with the AVP, this position assists in establishing the vision and future direction for the coalition and its initiatives. The C3R Coordinator must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy.

Works collaboratively with internal and external stakeholders to facilitate the identification of college and career readiness gaps and projects to address those gaps. Additionally, oversees the replication of these pilot projects with fidelity.

Directs and oversees event planning, creates external and internal correspondence, data collection and reporting, and uses college systems, policies, and procedures to solve problems, facilitate action teams, and oversee pilot projects.

Provides clerical support for the K-12 Operations Director, as needed.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

None

**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.

%	NO.	Essential Duties and Responsibilities
35%	1	Serves as the main point of contact and subject matter expert for C3R programming. Creates project plans for pilot projects, writes and revises processes, and participates in regional and national initiatives that focus on collective impact. Based on directives given by the AVP, independently research industry best practices and gather data to create collective impact models to guide and determine the future direction of the C3R initiative.
30%	2	Plans and facilitates C3R Summits, Engagement and Action Team meetings, Advisory Council meetings, and other activities and meetings as needed. Works with LCC programs and external organizations to leverage resources and avoid duplication. Schedules rooms, secures facilities, orders and purchases supplies, submits bills, completes self-service invoices, reconciles expenses, and works with accounting to make sure invoices are processed correctly and in a timely manner. Provides support for C3R Advisory Board and action team meetings to include creating agendas, taking and distributing meeting notes, preparing and distributing correspondence, and scheduling meetings.
10%	3	Under the direction of the AVP, prepares and monitors the C3R budget. Prepares and monitors reports, to include a monthly budget and expenditure report.
15%	4	Gathers and analyzes data to produce and interpret reports that determine program effectiveness and any needed program changes, works collaboratively with internal and external stakeholders to report on program results and create publications and other materials.
10%	5	Serves as a resource coordinating and facilitating postsecondary enrollment options and transition activities through the Coalition for College and Career Readiness. Provides clerical support for the Director of K-12 Operations by scheduling, managing, and prioritizing the director's daily calendar, as needed.

**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:**

- 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
- Understand and embrace the team management philosophy

**COMMUNICATION/INFLUENCE:**

- Effective and professional oral and written communication skills
- Conflict resolution skills
- Provide and model excellent customer service
- Serve as a resource for the office

**PROBLEM SOLVING:**

- 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
- Handle or redirect student complaints and see them through the process



## Staff Job Description

**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.

- Accurate and thorough follow through to bring effective closure in a timely manner

**LEADERSHIP:**

- Represent the Associate Vice President and C3R Advisory Board 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:**

- Utilize effective time management skills and work effectively in a team environment or independently as needed.
- Professional demeanor.
- Provide follow through on all projects.
- Ability to apply sustained effort to College, Division, and Department planning activities.
- Ability to maintain focus on critical activities and issues and assist others to do the same.
- Ability to interact effectively with a diverse community, including both internal and external customers.

**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**

- Bachelor's degree in Education, Resource Management, Social Work, Business, or equivalent combination of education and experience in a related field.
- Significant experience providing support to students, developing business, community and K-12 partnerships and event organization and planning or similar responsible activities.
- Experience gathering data and creating reports, working with advanced computer software, creating written materials, and working with the public.
- Experience with computer software used at the College (windows, word processing, spreadsheets, databases, room scheduler, student system, web software, flowcharting software).

**Preferred**

- Significant experience working with collective impact models.

**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:** Toni Glasscoe

**Supervisor's Signature:** \_\_\_\_\_

*Toni Hughes Glasscoe*

**Date:** 11/29/2023

**Dean/ELT's Name:** Toni Glasscoe

**Dean/ELT's Signature:** \_\_\_\_\_

*Toni Hughes Glasscoe*

**Date:** 11/29/2023

**HR Rep:** Sydney Glasscoe

**HR Rep Signature:** \_\_\_\_\_

*Sydney Glasscoe*

**Date:** 12/6/2023



## Staff Job Description

**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 #:** FSNEW

**Date:** 11/29/2023

**Supervisor's Position #:** FA9824

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- 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)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

### Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- 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
- 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)
- 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



# Staff Job Description

DATE	POSITION #	POSITION TITLE	REPORTS TO:
12/6/2023	FS9678	Promise and Scholarship Coordinator	FA9579

		For HR Use Only		
DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	SOC CODE	EMPLOYMENT CODE
Executive Division	K-12 Operations	Full-Time Professional Support 6	43-0000	5 - Other Full Time

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: ESP	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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**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 reports to the Director of K-12 Operations and serves as a subject matter expert managing and coordinating the secondary to postsecondary scholarship (HOPE, Lansing Promise, Mason Promise, and Holt Promise) programming. The position plans and participates in the various transition activities for scholarship students enrolling at Lansing Community College and serves as the liaison to students, families and the community stakeholders. The incumbent in this position will champion the College’s diversity initiatives to promote diversity and inclusion.

Coordinates the awarding of the scholarships to the scholarship recipients during their time at LCC. Works collaboratively with these scholarship organizations to ensure students are within their credit hours of the scholarship. Works one-on-one with students who are at-risk academically and connects them with LCC student services and resources including Academic Success Coaches.

Additionally, the coordinator serves as a member of the institutional scholarship team, facilitating the meetings and the work of the team, as well as overseeing the awarding of the Star and Board of Trustees institutional scholarships.

Assists the Director of K-12 Operations in awarding college credit for other postsecondary enrollment options (CTE Direct Credit, etc) as needed.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

None

**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.

%	NO.	Essential Duties and Responsibilities
40%	1	<p>Serves as the liaison for the HOPE, Lansing Promise, Mason Promise, and Holt Promise external scholarship programs.</p> <ul style="list-style-type: none"> <li>• Participates in presentations, outreach and admissions activities (i.e. Spaghetti Dinner, FAFSA, Flamingos &amp; Fajitas, etc.), and plans and hosts college positive events (i.e. Senior Star Day, Scholarship Breakfast, etc.).</li> <li>• Documents and maintain the process for providing transition assistance to students and families in the scholarship programs.</li> <li>• Serves as a resource for students seeking enrollment at LCC and their families, providing internal and external stakeholders with information to support students in the seamless transition to LCC.</li> <li>• Assists prospective and current scholarship students, their families, and internal/external stakeholders through the following: <ul style="list-style-type: none"> <li>○ Serves as the point of contact for questions about the scholarship</li> <li>○ Responsible for outreach to scholars regarding scholarship status, financial aid awards, and academic status</li> <li>○ Connects students with campus resources such as Academic Success Coaches, Academic Advising, Financial Aid, etc., to aid in their college success</li> <li>○ Guiding students and stakeholders through LCC’s Checklist for Success</li> <li>○ Determining the award amounts of scholarship funds to be distributed to student LCC accounts based on scholarship requirements</li> <li>○ Manages the purchasing, distribution, and reconciliation of textbooks to scholarship students</li> <li>○ Coordinates scholarship invoicing</li> </ul> </li> <li>• Gathers and analyzes data to create annual report on scholarship student participation, success, and completion. Reviews, updates, and maintains documents for internal processes.</li> </ul>
40%	2	<p>Coordinates the Star and Board of Trustee Scholarship awards by serving as the point of contact for students, their families, and internal and external stakeholders for the Star and Board of Trustee Scholarships. Reviews students’ scholarship status and evaluates renewal eligibility. In collaboration with the Director, determines the awarding of new and renewal scholarship funds. Coordinates the institution’s scholarship coordinator team by facilitating meetings, reviewing, updating, and maintaining up-to-date criteria and processes for institutional scholarships, distributes information regarding scholarship criteria and processes. Manages LCC’s outreach to K-12 partners by communicating LCC Foundation and Institutional Scholarship awards to high school administrators. Distributes scholarships award certificates to recipients and coordinates LCC’s representation at high school awards ceremonies.</p>
20%	3	<p>Assist with other division/department functions including: course scheduling and student admission/registration for dual credit programs, college positive and transition activities for dual credit students, and event/project execution for the Coalition of College and Career Readiness.</p>





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**KNOWLEDGE:**

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**OTHER:**

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- Experience gathering data and creating reports, working with advanced computer software, creating written materials, and working with the public.
- Experience with computer software used at the College (windows, word processing, spreadsheets, databases, room scheduler, student system, web software, flowcharting software).
- Must be able to travel for work and possess a valid driver's license.

**Preferred**

n/a

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**SIGNATURES**

**Supervisor's Name:** Leah Melichar

**Supervisor's Signature:** \_\_\_\_\_



**Date:** 11/28/2023

**Dean/ELT's Name:** Toni Glasscoe

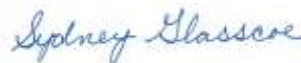
**Dean/ELT's Signature:** \_\_\_\_\_



**Date:** 11/28/2023

**HR Rep:** Sydney Glasscoe

**HR Rep Signature:** \_\_\_\_\_



**Date:** 12/6/2023



## Staff Job Description

**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 #:** FS9678

**Date:** 11/28/2023

**Supervisor's Position #:** FA9579

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
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#### Environmental Conditions

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- Confined/restricted spaces
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- Vibrations
- Extreme noises