| Date | Position # | Position Title  |
| --- | --- | --- |
| 3/4/2024 | SSCOM2 | Student Employee – Office of Student Compliance  |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Student Affairs | Center for Student Support – Office of Student Compliance | Level 2 | FA9695 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[ ]  | **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:** [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 **Office of Student Compliance** Department will assist with: Serve as a front desk receptionist in the Office of Student Compliance. Provide professional customer service on the phone, in-person, and in writing to students, staff, faculty and community members. Assist the Student Compliance Liaison with student and staff intakes and various office duties such as scheduling student meetings, preparing documents, scanning, copying, filing, shredding, mailing, and office organization. Assist department administrators with projects as needed, and assist with student compliance hearings, training(s), scheduled events and activities. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| 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** |
| --- | --- | --- |
| 20 | 1 | Serve as a front desk receptionist in the Office of Student Compliance. |
| 20 | 2 | Provide professional customer service on the phone, in-person, and in writing to students, staff, faculty and community members. |
| 20 | 3 | Assist the Student Compliance Liaison with student and staff intakes and various office duties such as scheduling student meetings, preparing documents, scanning, copying, filing, shredding, mailing, office organization, etc. |
| 20 | 4 | Utilize college systems such as Outlook, WebEx, Cisco telephone, Microsoft Office, Banner student system, Advocate case management system, and printer/copier/scanner. |
| 10 | 5 | Assist department administrators with projects as needed. |
| 5 | 6 | Assist with student compliance hearings, training(s), scheduled events and activities. |
| 5 | 7 | Maintain confidentiality, accuracy, and professionalism in a diverse work environment. |
|  | 8 | Type here |
|  | 9 | Type here |
|  | 10 | Type here |

| **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.  |
| --- |
| * Working knowledge of Microsoft Office products including Word, PowerPoint, Excel, and Outlook
* Written and oral communication skills
* Must be dependable, flexible and able to work independently as well as in a team environment
* Must be comfortable working on multiple projects simultaneously while maintaining accuracy
* Understanding of the importance of confidential matters and an ability to maintain confidentiality and professionalism
* Ability to show initiative, learn quickly, and follow directions​​
* Ability to work effectively with a diverse community
 |

| **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
* Prior customer service experience
* No prior violations of the Student Code of Conduct

**Preferred*** 3.0 GPA
* Prior experience working in an office setting
 |

| **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:** Christine Thompson **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/ELT’s Name:** Ronda Miller **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_3/4/2024\_\_\_\_\_

**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 #:** SSCOM2 **Date:** **3/4/2024 Supervisor’s Position #:** FA9695

## **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)

[ ]  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)

[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)

[ ]  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

[ ]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  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)

[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