| Date | Position # | Position Title  |
| --- | --- | --- |
| 8/15/2024 | SF/SSCTE2 | Student Employee – Center for Teaching Excellence |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Academic Affairs | Center for Teaching Excellence | Level 2 | FA9529 |

# 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]  | 2 **# 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 the Center for Teaching Excellence will assist with: providing administrative and logistical support for the Center for Teaching Excellence (CTE). Duties include maintaining the physical space, managing the front desk, supporting faculty and staff, and handling various administrative tasks such as data entry and reporting. The role also encompasses responsibilities related to accessibility, including captioning videos and reviewing materials for accessibility compliance. |

| **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** |
| --- | --- | --- |
| 40 | 1 | **Maintains the CTE Physical Space; Provides Front Desk Support and Monitors CTE Live Office Hours*** Ensures cleanliness of the CTE general suite by keeping the front desk area, kitchen, and technology room clean and orderly.
* Ensures cleanliness of CTE classrooms by completing weekly checks.
* Maintains the CTE kitchen area, stocks supply cabinets, and completes monthly inventory checks.
* Completes the opening and closing procedures
* Check out items from the CTE’s Lending Library to LCC faculty and staff
* Monitors the CTE’s weekly Live Office Hours and provides attendee support.
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| 20 | 2 | **Monitors CTE Communications and Correspondence*** CTE correspondence - answering the phone, responding to emails received in the CTE inbox
* Periodic review of the CTE website and OpenLCC websites for accuracy
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| 20 | 3 | **Provides Support to CTE Staff and Faculty Fellows*** Assists with setting up and taking down during CTE workshops, training, courses, and events.
* Supports CTE staff during Professional Activity Days
* Assists with recording faculty and staff attendance for CTE workshops and events.
* Special Projects, as requested by CTE staff
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| 10 | 4 | **Completes Data Entry and Reporting*** Entering faculty interactions into the CTE’s Customer Support Log.
* Assists with generating and sending reports of CTE Professional Development for faculty to academic divisions and departments.
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| 10 | 5 | **Supports Accessibility Efforts for CTE Resources and Materials*** Generates and edits close captions for CTE videos to ensure accuracy and accessibility.
* Review CTE materials and resources to ensure accuracy and accessibility.
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| **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 and/or Google Suite products
* Dependable, flexible, and able to work independently as well as in a team environment
* Customer Service skills
 |

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

# SIGNATURES

**Supervisor’s Name:** Annescia **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** 8/15/2024

**Dean/ELT’s Name:** Type here **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_8/15/2024\_\_\_\_

**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 #:** SSCTEX **Date:** **8/12/2024 Supervisor’s Position #:** FA9529

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[ ]  Paper and pencil/pen

[ ]  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)

[ ]  Synthesizing (combine data, concepts, interpretations)

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

[x]  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)

[x]  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