| Date | Position # | Position Title  |
| --- | --- | --- |
| 8/8/2024 | SSUTE2 | Student Employee – Electrical Lab |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Technical Careers Division | Trades Technology | Level II - $14.30 | FA9680 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **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. |
| --- |
| *Lansing Community College’s Technical Careers Division provides over 30 innovative program areas. Our collaborative and flexible team environment works with the local, regional, and national community for the success of every student. We believe in each other and find joy in our work, never stop learning or growing and we are guided by strong character, ethics, and integrity.* ***We make a difference****. Our dedication to diversity, inclusion, and universal access underscores our commitment to fostering an inclusive educational culture. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity*.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 **Utility and Energy Systems Program** will assist instructors and lab assistants during class times and help prepare and maintain the lab before and after classes. They will also assist with preparation of materials and other projects as needed by faculty and lab assistants.Duties include, but are not limited to:* Provide information on lab safety to students and visitors
* Ensure that lab safety procedures are followed at all times
* Ensure that the lab is clean, orderly, and properly prepared for each class
* Assist students, faculty, and lab assistants during class time as requested
* Assist in maintaining lab equipment
* Assist in inventorying and maintaining supplies for the lab
* Complete work requests for faculty and lab assistants
* Work with faculty and lab assistants on projects as requested
* Other responsibilities as needed

The successful applicant must be dependable, a self-starter, outgoing, fast learner, and able to work in a fast-paced, rapidly changing environment. This position may require daytime, evening, and Saturday hours.*Applicants who are eligible to receive Federal Work-Study awarded by LCC Financial Aid will be given preference for this position. More information about the Work-Study program is available here* [*Work-Study & Student Employment*](http://www.lcc.edu/admissions-financial-aid/finaid/work-study.html) *and/or by contacting LCC’s Student Employment Coordinator, James Woolcock,**woolcocj@lcc.edu**.* |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| 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** |
| --- | --- | --- |
| 35 | 1 | Assist students, instructors, and lab assistants during class times. |
| 35 | 2 | Help prepare and maintain cleanliness in the lab before and after classes. |
| 10 | 3 | Ensure all safety procedures are being followed at all times. |
| 5 | 4 | Assist faculty and staff with lab inventory. |
| 5 | 5 | Complete work requests for faculty and lab assistants and projects as needed.  |
| 5 | 6 | Assist in maintaining lab equipment  |
| 5 | 7 | Other responsibilities as needed  |
|  | 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.  |
| --- |
| * Knowledge of general inventory procedures
* Knowledge of lab safety requirements and procedures
* Experience with the tools and machines used in Electrical Labs
* Familiarity with Microsoft Office products
* Dependable, self-starter, outgoing, fast learner
* Able to work in fast-paced, rapidly changing environments
* 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/certificate in an area of study within Electrical Technology at Lansing Community College.
* Enrolled in six (6) academic credits Fall and Spring semesters; and, if applicable, three (3) academic credits for Summer semester.

**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:** Tamara McDiarmid **Supervisor’s Signature:** \_\_\_\_Tamara McDiarmid\_\_\_\_\_ **Date:**\_\_\_7/29/2024\_\_\_

**Dean/ELT’s Name:** Shon’ta Dwyer **Dean/ELT’s Signature:** \_\_\_\_\_\_\_\_ **Date:** \_\_7/29/2024\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_ **Date:** \_8/8/2024\_\_

**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 #:** SSUTE2 **Date:** **7/29/2024 Supervisor’s Position #:** FA9680

## **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

[x]  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)

[ ]  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

[x]  Balancing

[x]  Crouching

[x]  Grasping

[x]  Stooping

[x]  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

[x]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[x]  Vibrations

[x]  Extreme noises