



Staff Job Description

DATE	POSITION #	POSITION TITLE
5/15/2019	FA9754	Academic Coordinator – Social Sciences and Humanities

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Arts and Sciences	Social Sciences and Humanities	Admin II	FA9768

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: AFT	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
---	-------------------------	--	--	--

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.
--	--	--	---	--

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.

Working in conjunction with the Associate Dean of English, Humanities & Social Sciences as well as with the faculty and programs comprising the Social Sciences and Humanities department(s), and provide administrative leadership. Assists Associate Dean in the hiring, mentoring and evaluation of part-time faculty; course scheduling; budget preparation and monitoring; course/program assessment coordination; course and curriculum development; student advising; and, conflict resolution and problem solving.

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
20	1	Work with Associate Dean and Program Faculty Chairs to facilitate planning, scheduling and staffing of course offerings in accordance with departmental, divisional and college-wide strategic enrollment and section management policies and practices
20	2	Coordinate hiring, mentoring and evaluation of adjunct faculty in conjunction with Associate Dean and Program Faculty Chairs within the departments

%	NO.	Essential Duties and Responsibilities
15	3	Collaborate with the Associate Dean and Program Faculty Chairs to coordinate course and curriculum development, revision and discontinuation
10	4	Work with Associate Dean and Program Faculty Chairs to coordinate course/program assessment and review
10	5	Provide guidance to faculty and students in advising, problem-solving and conflict resolution.
5	6	Assist Associate Dean in development of annual budget and ongoing fiscal management
10	7	Collaborate with Associate Dean, Program Faculty Chairs and Student Services to ensure appropriate course level placement, course completion and advancement, retention, and student success
10	8	Participate in departmental meetings; serve on committees and teams as needed; implement timely completion of performance reviews
	9	Other duties as assigned
	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: Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job

- Demonstrate knowledge of current trends in teaching and learning within the disciplines that comprise the Department.
- Ability to employ current software related to administrative and instructional tasks.
- Familiarity with College policies and procedures preferred.
- Demonstrate knowledge of budget needs and processes.

COMMUNICATION/INFLUENCE: Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”.

- Demonstrate clear and accurate verbal and writing skills.
- Possess team building skills to promote a cohesive and integrated department.

PROBLEM SOLVING: Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.

- Resolve schedule and staffing conflicts fairly and creatively.
- Facilitate conflict resolution for faculty, students, and staff.

LEADERSHIP: Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.

- Foster collaboration and cohesiveness among faculty and staff.
- Model ethical and professional behavior.
- Ability to make decisions independently as well as in a team environment.



Staff Job Description

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 (from a regionally accredited college or university) or equivalent combination of education and experience in an academic area.
Knowledge of current technologies and how they relate to both instructional and administrative practices.
Demonstrated effective verbal and written communication skills.

Preferred

Master’s degree from a (regionally accredited college or university).
Demonstrated progressive leadership and/or administrative responsibilities.
College-level experience in teaching, advising, tutoring, counseling or some combination.

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: Terrence King	Supervisor’s Signature: <u>Terrence King</u>	Date: <u>5/16/19</u>
Dean/ELT’s Name: Andrea Hoagland	Dean/ELT’s Signature: <u>Andrea Hoagland</u>	Date: <u>5/16/19</u>
HR Rep: Sydney Glasscoe	HR Rep Signature: <u>Sydney Glasscoe</u>	Date: <u>5/16/19</u>

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 #: FA9754

Date: 5/15/2019

Supervisor's Position #: FA9768

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)



Staff Job Description

- 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