



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 07/12/2013

DATE:	6/6/2018	POSITION #:	CFA021
NAME OF INCUMBENT(S):			
JOB TITLE:	Adult Resource Center Coordinator		
DIVISION:	Student Affairs		
DEPARTMENT	Center for Student Support		
:			
PAY TABLE/LEVEL/GRADE:	III	REPORTS TO:	FA9737

STATUS: Please click the appropriate boxes that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>AFT</u> | <input checked="" type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input checked="" type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee 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 Adult Resource & Grants Coordinator reports to the Associate Dean of Student Support and is responsible for providing oversight for a wide variety of services and resources available to prospective and current students. Duties include providing leadership and oversight for the Lansing Community College Childcare Scholarship, the Carl D. Perkins Career and Technical Education Grant and Scholarship, and the Women’s Resource Center Foundation Scholarship. The Coordinator will work with various college administrators to market and enhance the services offered to special populations, adult learners and occupational students with various disadvantages/barriers to persist in program completion.

The Adult Resource & Grants Coordinator will collaborate with Leaders in the Center for Student Support to facilitate and lead the Perkins Advisory Committee, which will include preparing the yearly Perkins Application and the project final report. The Coordinator will monitor student success and report on the Perkins accountability measures. The incumbent will coordinate the Childcare Scholarship. Duties will include leading the scholarship committee, reviewing applications to determine eligibility, conducting course approval appointments with students, providing appropriate referrals to other college resources, granting scholarships and monitoring student success.

The Coordinator will aggressively market the Adult Resource Center and the services provided to students, the college and campus communities, and childcare providers. The incumbent will grow the services and funding available to students while gaining outside support in the community. This work shall include community engagement, grant writing, and outreach activities.

The incumbent will maintain a high level of professionalism at all times and will commit to upholding the values of Lansing Community College and the Student Affairs Division.

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

Direct Report(s):	CDS005, SFSAS2,
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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
<u>15</u>	1	Administer and oversee all aspects of the Carl D. Perkins Career and Technical Education Grant for the Student Support Department. Collaborate with the Student Affairs Associate Dean, Academic Affairs Associate Dean, LCC Financial Aid Office, the Scholarship Committee, and the Michigan Community College Workforce Development Agency to ensure grant compliance. This includes preparing the yearly Perkins Grant Applications and the year-end Special Populations/Perkins report. Attend all Perkins Grant meetings, representing the department and reporting on year to date spending as required. In coordination with the Associate Dean, assist other Special Populations coordinators in the department with completion of the application process. Ensure department compliance to all timelines, including application, spending of allocated grant dollars, and year end reporting.
<u>10</u>		Establish and lead the Advisory Board. Recruit, retain and engage advisory board members. Plan and execute required Perkins activities for qualified students. Activities could include such items as career exploration opportunities, success workshops, occupational careers facility tours, and others activities as recommended by the Advisory Board. Schedule regular meetings with the Advisory Board. Establish meeting agenda's and keep meeting notes.
<u>15</u>		Lead the Student Support Perkins Attendance Cost Scholarship Committee by processing all scholarship applications, complete required course approval appointments with students and make recommendations to the committee based upon the students' compliance with the grant requirements. Process approved scholarships making appropriate notifications to the student, financial aid, and appropriate record keeping to ensure that spending is within the approved Grant Award. Provide support to students by answering questions, making appropriate referrals, and supporting their individual success.
<u>15</u>	2	Administer the LCC Institutional Childcare Scholarship. Supervise support staff in the collection of Childcare Applications. Review eligibility of students and ensure that all applications are brought before the Scholarship Committee. Verify that students are in compliance with the scholarship requirements, such as making satisfactory academic progress, income guidelines, etc. Prepare and/or oversee the preparation of supporting documentation and rational for each scholarship discussion. Supervise the collection of signed Childcare Contracts.
<u>10</u>		Maintain records of all LCC Institutional Childcare Scholarship awards and ensure that timely payment is made to all childcare providers. Continuously monitor spending and keep accurate accounting of the total dollar awards given each semester so as to spend the entire grant each fiscal year. Be prepared to quickly offer suggestions and implement revised award formulas based on spending. This includes adjusting the award formula, the family income guidelines, or other scholarship criteria to either increase or decrease the amount of childcare scholarship being given. Be prepared to stop taking applications once the funding is exhausted for a given semester.
<u>10</u>		Have a strong presence in the community with respect to licensed Childcare providers. Maintain relationships with these providers and work with them to help coordinate services for LCC students. Coordinate and implement events, garnering support from these business partners.
<u>10</u>	3	Administer The Women's Resource Center Foundation Grant. Generate an interest in donations to this resource by having a public presence and speaking at civic organizations, etc. Serve to educate the public

		as to the struggles of students and encourage support. Seek out additional funding, including grant writing and other contributions to this valuable student resource. Process applications from students needing this resource to help with their educational goals.
<u>5</u>	4	Develop procedures for scholarship applications and processing, including documentation requirements. Train and supervise staff. Serve on the Leadership team for the Center for Student Support.
<u>5</u>	5	Maintain records, reports and data as needed for reporting. Assist in monitoring the budget.
<u>5</u>	6	Aggressively market the services provided by the Adult Resource Center. Marketing may include such things as pamphlets, face to face meetings, email notifications to students, publications in my LCC, workshops, meet and greets, etc.
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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.*

- Strong understanding of local, state and national economic, social and demographic trends and their impact on student need.
- In-depth understanding of strategic enrollment management, admissions, recruitment and marketing principles to accomplish the objectives of the recruitment plan.
- Demonstrated ability to effectively establish goals, identify target markets and implement strategies to meet objectives.
- Broad knowledge of community college philosophy, post-secondary preparation, student services, academic curriculum, and financial assistance programs to accurately advise students in alignment with college mission and goals.
- Ability to work with students and willingness to provide support and advocate for students in any way possible.
- Exceptional ability to successfully educate and present college information at public speaking engagements to a wide variety of audiences to influence college decision making choices.
- Ability to successfully cultivate relationships with internal and external stakeholders.
- Ability to develop concepts and write promotional materials and communications for specific target markets.
- Excellent professional verbal and written communication skills.
- Work effectively with diverse staff, students, and the community.
- Ability to maintain confidentiality and use good judgment on disclosure of confidential or sensitive issues.
- Ability to lead a team and work effectively in a team environment.

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.*

- Master's degree preferred. Bachelor's degree required.
- Two or more years of relevant and progressive student affairs related experience required.
- Experience with networking and cultivating relationships within a diverse community preferred.
- Demonstrated experience in presentation and public speaking, as well as excellent oral and written communication skills required.

- Demonstrated ability to lead a team and/or projects from start through successful completion required.
- Organizational, planning, prioritization of tasks, communication, customer service, and critical thinking skills required.
- Ability to work effectively with a diverse student population required.
- Knowledge of Windows-based, and college computer system skills preferred.
- Ability to travel and valid driver's license required.

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 characteristics 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.**

Incumbent's Name (if any).		Incumbent's Signature*	Date
Supervisor's Name	<u>Susan Muma</u>	Supervisor's Signature*	Date
Dean/ELT's Name		Dean/ELT's Signature	Date
<i>Note: Signature means approval, otherwise return for signatures.</i>			
Human Resources Rep.		HR Rep Signature	Date
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>			

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form. Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: Enter Position #.

Date: 5/16/2018

Supervisor's Position #: FA9737

Materials Used:

Standard Office Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input checked="" type="checkbox"/> Paper and Pencil/pen |
| <input checked="" type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input checked="" type="checkbox"/> Projector and Screen |
| <input checked="" type="checkbox"/> Telephone, blackberry, fax | <input checked="" type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Comparing (compare/contrast data, people, things) | <input checked="" type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input checked="" type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input checked="" type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input checked="" type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute 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)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|--|------------------------------------|
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; 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:

- | | |
|---|--|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |