



Staff JOB DESCRIPTION

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

DATE:	1/02/2019	POSITION #:	FS9949
NAME OF INCUMBENT(S):			
JOB TITLE:	Administrative Assistant to the Dean		
DIVISION:	Community Education and Workforce Development (CEWD)		
DEPARTMENT :	Division Office		
PAY TABLE/LEVEL/GRADE:	Level 5	REPORTS TO:	FA9804

STATUS: Please click the appropriate boxes that apply.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input type="checkbox"/> Bargaining Unit: _____ | <input checked="" type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input checked="" type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: _____ No. of Employee if this position is pooled. | |
| <input checked="" type="checkbox"/> Provisional/Grant Funded | | |

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.)

Provides direct support to the Dean for division, college, and community activities. Responsible for calendar management for the Dean and coordination of division, college, or community meetings including event management. Provides support for the management of the financial processes and record keeping for the division related to budget and financial initiatives, Perkins grant, and major equipment. Supports the Dean and CEWD leadership in relation to department administrators, staff, faculty, students, numerous community partners, and the general public in a cooperative, service-oriented manner with a high degree of confidentiality and professionalism. Maintains electronic and paper files, distribution lists, and records for division. Assists in the supervision of student staff assigned to the Divisional Office.

Supports the Dean in the development, implementation, alignment and oversight of several systems that support the functions of the division. Supports CEWD leadership regarding Human Resource processes and communications.

The Divisional Office works with the following college units: CEWD Divisional Office, Corporate Training & Continuing Education (Business and Community Institute), Community Education, the Center for Workforce Transition, Lifelong Learning & Centralized Support, the Small Business Development Center, and Extension Centers (LCC East and Livingston County Center).

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

Direct Report(s):	
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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>50%</u>	1	Support to the Dean: Provides direct support to the Dean of Community Education and Workforce Development including correspondence, calendar management, travel coordination, as well as initiation, development, and management of events. Prepares executive materials and relevant supporting documentation for the Dean's college-wide meetings including but not limited to Provost Cabinet, Board Meetings, and Executive Leadership Meetings. Provides support for special assignments to the Dean. Reviews, disseminates and follows up on routine correspondence and prepares internal documents for the Dean's approval. Sends divisional communications on behalf of the Dean through meeting planning and e-mails to faculty, staff, students and community partners per the Dean's instruction. Responsible for the purchases and reconciliation of the Dean's office. Compiles division level budget reports.
<u>10%</u>	2	Provides HR support for all departments within the division.
<u>10%</u>	3	Report generation: Gathers divisional data from CEWD leadership and generates Dean-specific reports. Reports including but not limited to, monthly President's Reports, Board Packets, Divisional Dashboards, etc. Researches and analyzes subjects/topics related to divisional functions in relation to regional, state, and national trends.
<u>5%</u>	4	Provides support to CEWD leadership as needed.
<u>5%</u>	5	Faculty related processes: Provides support as needed to effectively manage both the coordination of and participation in the Faculty Performance Review process for part-time faculty. Assists CEWD leadership in developing and properly maintaining ongoing documentation and ensure part-time faculty meet Faculty Qualification Standards as required by the Higher Learning Commission (HLC) guidelines and other third party accreditations. Provides support to CEWD leadership with the development of departmental operational plans, program compliance requirements, and other special projects as assigned that may involve faculty and/or staff participation.
<u>5%</u>	6	Specialized projects: Provides support for Perkins grant as well as other grants and special projects as assigned by the Dean. Assists in monitoring divisional grant activities.
<u>5%</u>	7	Accessibility processes: Provides on-going support in converting divisional forms, course materials, and other necessary documents to ensure they meet accessibility compliance standards.
<u>5%</u>	8	Provides backup supervision of student employees assigned to the Divisional Office.
<u>5%</u>	9	Other duties as assigned.
<u>5%</u>		

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 for the job.*

- Experience with computer software used at the College (windows, word processing, spreadsheets, databases, room scheduler, student system, web software, flowcharting software and analytics software.)
- General overall working knowledge of the College, policies and procedures
- Knowledge of College processes with processing skills to anticipate projects and accomplish them
- Understand confidential issues and compliance with confidentiality laws and regulations
- Ability to gather and analyze data and produce reports from the data

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

- Effective and professional oral and written communication skills
- Communicates assertively
- Tailors communication to the level and experience of the audience
- Conflict resolution skills
- Provide and model excellent customer service
- Serve as a resource for the office
- Effective in the design and use of social media, marketing and communication techniques

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

- Take initiative and independently perform a variety of duties and balance multiple priorities on a continuing basis
- Use critical thinking skills to analyze a situation and respond appropriately
- Ability to learn new systems and processes quickly
- Handle or redirect student complaints and see them through the process
- Accurate and thorough follow through to bring effective closure in a timely manner

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

- Represent the Dean in a professional manner that creates respect and confidence
- Be a self-starter and assume responsibility for tasks without direct supervision
- Manage workload and priorities in a fast paced environment
- Ensures that College policies, procedures and practices are followed
- Builds effective partnership relationships with internal and external partners

***PROJECT MANAGEMENT:** Can lead and manage projects as needed in an effective manner.*

- Dedicated to continuous improvement
- Assigns and utilizes resources (people and financial) effectively
- Breaks down projects into manageable component parts
- Effectively prioritizes work

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

- Focuses on objectives and results when considering alternative solutions
- Uses logical, systematic approaches to solve problems
- Actively identifies and resolves the root cause of technical challenges (lessons learned)

***OTHER:** Other applicable skills and abilities not mentioned above.*

- Possess maturity to represent the Dean to various stakeholders
- Utilize effective time management skills and work effectively in a team environment or independently as needed
- Professional demeanor
- Be a self-starter and assume responsibility for tasks without direction supervision
- Provide follow through on all projects

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.*

- Bachelor’s degree or equivalent combination of education and related work experience.
- Experience with Microsoft applications.
- Experience in gathering data and generating reports, with a minimum of 1 year experience preferred.
- Experience in planning and coordinating special events and/or projects, with a minimum of 1 year of experience preferred.

EDUCATIONAL/EXPERIENCE - PREFERRED QUALIFICATIONS

- Experience providing support to executive level leaders preferred.
- Experience gathering data and generating financial reports preferred.
- Experience with Human Resource related support functions preferred.
- Experience with creating accessible documents preferred.
- Experience directing the work of others preferred.

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>Bo Garcia</u>	Supervisor’s Signature*		Date	<u>01/02/2019</u>
Dean/ELT’s Name	<u>Bo Garcia</u>	Dean/ELT’s Signature		Date	<u>01/02/2019</u>
<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 #: FS9949

Date: 01/02/2019

Supervisor's Position #: FA9804

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: Label maker, laminator, binding machine

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 checked="" 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 checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Balancing | <input checked="" type="checkbox"/> Crouching |
| <input checked="" type="checkbox"/> Grasping | <input checked="" type="checkbox"/> Stooping | <input checked="" 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 |

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

Based upon www.job-analysis.net