



Staff JOB DESCRIPTION

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

DATE:	6/22/2018	POSITION #:	FS9682
NAME OF INCUMBENT(S):	Vacant		
JOB TITLE:	Professional Support 6 (Coordinator of Postsecondary Enrollment Options)		
DIVISION:	Finance, Administration and Advancement		
DEPARTMENT :	External Affairs, Development and K-12 Operations		
PAY TABLE/LEVEL/GRADE:	Professional Support 6	REPORTS TO:	FA9824-00

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 type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input 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 Coordinator of Postsecondary Enrollment Options serves under the direction of the Associate Vice President as a resource overseeing and coordinating postsecondary enrollment options and college and career readiness programming. The Coordinator works collaboratively with internal and external partners to transition students from secondary to postsecondary education. The position creates, implements, and maintains partnership agreements with secondary partners, and measures and reports out program effectiveness.

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

Direct Report(s):	N/A
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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
25%	1	Document and maintain the process for providing postsecondary enrollment options for the secondary community. Serve as a resource establishing and coordinating postsecondary enrollment partnerships (Career and Technical Education programming, High School Advantage, Dual Enrollment, and other service for fee partnerships). Coordinate or serve as a resource to partners helping them develop transition activities.
25%	2	Functions as a liaison between LCC, secondary, and industry partners to promote a smooth transition for students from secondary to postsecondary and into the workforce. Serve as a resource coordinating and facilitating career and college readiness activities with community partners and local school districts.
15%	3	Coordinates data and produces reports for postsecondary enrollment options and college and career readiness activities to determine program effectiveness. Works collaboratively with internal resources to report student and program results.
25%	4	Provides support for postsecondary enrollment partnerships by: making sure courses are set up correctly, students are admitted and registered, rooms are assigned, and drops and adds are processed. In addition, this position provides instructors and departmental staff with programming information, processes student grades and faculty pay documents for non-instructional activities.
10%	5	Maintains correspondence, handles internal and external inquiries, and plans events and activities related to postsecondary enrollment programming. Use college systems to enter, retrieve, and request necessary information to support postsecondary enrollment programming.

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:

- Experience with computer software used at the College (windows, word processing, spreadsheets, databases, room scheduler, student system, web software, flowcharting software).
- Understand confidential issues and compliance with confidentiality laws and regulations.
- Understand and embrace the team management philosophy.
- Ability to gather and analyze data and produce reports from the data.

COMMUNICATION/INFLUENCE:

- Effective and professional oral and written communication skills.
- Conflict resolution skills.
- Provide and model excellent customer service.
- Serve as a resource for the office.

PROBLEM SOLVING:

- 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:

- Represent the **Job Title** 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.

OTHER:

- Possess maturity to represent the **Job Title** 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 task without direct 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 required. Bachelor’s degree in Education, Resource Management, Business or related area preferred. Three years of experience required providing support to students, developing business, community and K-12 partnerships and event organization and planning or similar responsible activities required. Experience gathering data and creating reports, working with advanced computer software, creating written materials, grant writing and reporting, and working with the public. In lieu of specific degree requirements, an equivalent combination of education and relevant experience may be considered.

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		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.	<u>Sydney Glasscoe</u>	HR Rep Signature		Date	<u>6/22/18</u>
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

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 #: FS9682

Date: 6/7/2018

Supervisor's Position #: FA9824-00

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 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 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) |