



Staff JOB DESCRIPTION

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

DATE:	7/27/2018	POSITION #:	PS9774
NAME OF INCUMBENT(S):	Stephanie Pena		
JOB TITLE:	Scholarship & Operations Support		
DIVISION:	Office of Finance, Administration & Advancement		
DEPARTMENT:	Foundation		
PAY TABLE/LEVEL/GRADE:	3	REPORTS TO:	FA9915-00

STATUS: *Please click the appropriate boxes that apply.*

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input type="checkbox"/> Full-Time (40 hrs/wk) |
| <input checked="" type="checkbox"/> Bargaining Unit: <u>PTCTU</u> | <input checked="" type="checkbox"/> Individual Position | <input checked="" type="checkbox"/> Part-Time: <u>28</u> 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.)*

Under the direction of the Executive Director the Scholarship and Operations Support Positions participating in all areas of the Foundation including day-to-day office functions with a primary focus of providing support to the Coordinator of Scholarship and Operations. Responsibilities include supporting operations and program fund expenditures, billings, requisitions, processing check requests, payments, etc. Additional responsibilities include: Scholarship support including working in the scholarship module and banner, communications with applicants, recipients, and donors; and, support of the Foundation committees including Employee Development Fund and Alumni Association.

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

Direct Report(s):	<i>Click here to enter position numbers. Use comma to separate</i>
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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
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<u>25</u>	1	Serve as resource in the administration of College and Foundation scholarships including application, review, awarding, compliance, communications to recipients and donors, communications with College departments, and support for the College Wide Scholarship Committee.
<u>25</u>	2	Provide support for the administration of program funds, funding requests and grants assigned to the LCC Foundation Office. Insures that program fund expenditures fall within the scope of the program fund. Provides program fund reconciliations and balances to department chairmen and deans. Develops tracking, disbursement integrity, reconciliation and reports for Foundation grants.
<u>20</u>	3	Provide support for the development of the Foundation annual budget, check disbursements, operations and funding request billings.
<u>20</u>	4	Provide support for Foundation Committees including the Employee Development Fund and Alumni Association including event scheduling, communications and liaison to the EDF committee.
<u>10</u>	5	Assisting with day-to-day office functions

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.*

- Proficient knowledge and usage of computer software: Windows, word processing, databases, Excel, Access, internet and network systems
- LCC procedures and requirements of systems that serve the Foundation to include: college student records, registration, budget, Banner (Student System, HR Entry Specialist, Faculty System, R25, Service Requests)
- Experience in budget and accounting: creating, maintaining and reporting
- Knowledge of higher education, student service systems and practices
- Ability to learn and successfully use scholarship module.
- Knowledge of event planning

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”.*

Ability to:

- Assess customer’s needs, issues and concerns
- Execute advanced written and oral communication skills
- Demonstrate professional telephone communication skills
- Active listening skills
- Provide outstanding customer service
- Provide adaptable, flexible communication skills

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

Ability to:

- Apply conflict resolution skills
- Work independently and collaboratively to perform a variety of tasks and prioritize among multiple tasks
- Evaluate current practices and update systems and processes as needed

- Learn new systems quickly and develop them as needed

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

Ability to:

- Provide leadership, support and guidance to office staff on day to day department related issues
- Maintain a positive working and learning environment for faculty, staff, and students
- Manage a workload in a constantly changing environment
- Assist in facilitation of Foundation committees
- Ability to work positively in a constructive/professional manner

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

Ability to:

- Support the work of others
- Produce detail oriented work
- Organize tasks and assignments
- Work independently and as a team member
- Assure confidentiality of student, administrators, and faculty records and correspondence.

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.*

- Associate’s Degree and two years of experience in business and organizational support functions including office operations, and event planning, organization, and advance computer software skills. (required)
- In lieu of specific degree requirement, an equivalent combination of one year college and one year relevant experience may be considered. (required)
- Proficiency in all Microsoft Office (Word, Excel, PowerPoint, Microsoft Publisher, Outlook) products. (required).
- Experience working with customer service. (required)
- Experience creating written materials for publication, such as brochures. (preferred)
- Experience in budgeting or bookkeeping (preferred)
- Familiarity with grant processes and reporting (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
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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.		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: *Click to enter a date.*

Supervisor's Position #: *Enter position #.*

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 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:

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|---|--|
| <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) |