



Lassen Community College District

CLASSIFIED EMPLOYMENT OPPORTUNITY

<u>Position Title:</u>	INSTRUCTIONAL SITE ADMINISTRATIVE COORDINATOR Part-Time, 25 Hours per Week
<u>Date Posted:</u>	February 1, 2010
<u>Job Group:</u>	Classified
<u>Pay Scale:</u>	Classified Range 18, \$16.81 to \$20.44 hour, Starting, DOEE
<u>Closing Date:</u>	Tuesday, February 16, 2010, 4:00 p.m.
<u>Responsible To:</u>	Director of Fire Science

Summary

Provides a variety of administrative support duties in support of delivering academic and student services to a small branch campus or other remote instructional site.

Distinguishing Characteristics

This is an administrative support position to a remote campus. Advancement to this position requires compliance with the minimum job qualifications. Advancement beyond this position is through promotion.

Essential Duties and Responsibilities

- Provides assistance and information to students regarding admissions, registration, records, enrollment, fees and other areas of student services.
- Instructs students on the correct ways to complete forms and applications. Explains the applications, requirements and restrictions. Reviews completed forms for accuracy and completeness.
- Processes application forms, reviewing student records for changes in status. Forwards requests for transcripts, records and other information. Analyzes and determines the status of applications and forms, referring problems or unique situation to a supervisor for assistance and resolution. Notifies students of need for additional information.
- Enters application data onto a computerized student information system. Makes residency determinations, computes and collects fees, and accounts for money collected.

- Processes late registration and enrollment changes; forwards information for posting of student drops; assures accurate accounting through computer entry of enrollment changes and fees collected or owed.
- Develops and distributes materials to publicize the College in the community or locale. Distributes information in writing or by speech to individuals and groups with high propensity to use College services.
- Receives, forwards, and may process financial aid applications, reviewing documents for accuracy. Disburses financial aid awards to students. Receives questions from students regarding financial aid, referring difficult or involved explanations to others.
- Provides administrative orientation and other information for faculty, coordinating and monitor grade reporting and attendance accounting.
- Monitors and maintains the budget for the site, preparing and maintaining records for submission to campus leadership. Monitors expenditures and submits necessary budget and financial documentation.
- Provides orientation for new students. Arranges for appropriate assessment services for students.
- Coordinates hours and staffing for library and learning and classroom media services. May oversee work study students and volunteers to provide staffing and assistance to students.
- May serve as a liaison to outlying communities and organizations, as well as to those organizations serving special demographics and populations.
- Attend meetings as required; participate in in-service training as appropriate.
- Provides basic support and troubleshooting to and of the personal computers on site, referring network and complex problems to Information Technology.
- Participates in community activities that enhance the College's presence in the community or locale.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of admissions, registrar functions, and financial aid sufficient to accept admissions to courses and arrange for financial aid. Requires a working knowledge of the demographics in the community. Requires a working knowledge of the College's functions, both academic and administrative. Requires a working knowledge of the software used on campus computers and of hardware to resolve basic problems. Requires well-developed human relations skills to influence others to attend courses on a one-on-one basis, convey technical concepts, and build trust in the community. Requires math skills to monitor a budget. Requires professional writing skills sufficient to prepare marketing-oriented materials and correspondence.

- **Abilities**

Requires the ability to carry out all activities of the position. Requires the ability to assure

smooth flow of information to, from and within the campus. Requires the ability to process admissions, student data, and administrative data on a timely basis.

- **Physical Abilities**

Requires the ability to move to varying locations. Requires ambulatory ability to operate a personal computer keyboard and audio-visual presentation equipment. Requires visual acuity to drive a car and to read words and numbers. Requires auditory ability to carry on conversations and speak to small groups.

- **Education and Experience**

The position requires an Associate Degree in a business related curriculum and five years of experience in educational clerical support such as admissions, financial aid, support to instructional delivery or the equivalent. Additional relevant experience may substitute for some higher education.

- **Licenses and Certificates**

A valid California driver's license.

Benefits

District offers prorated negotiated classified employee cafeteria benefit package with medical, dental, vision, life insurance coverage and Public Employees Retirement System Contribution (PERS).

Position Supplemental

- ◆ *Majority of assignment conducted at California Conservation Training Center. Interaction with inmate population required. Travel required. The employee shall be subject to the approval of the California Department of Corrections Rehabilitation prior to the appointment to that position.*

About Lassen College

Lassen Community College is located in Susanville in the high mountain lake country of northeastern California. The campus looks out over the city to Diamond Mountain and the Sierra Nevada Mountains. Eagle Lake, the third largest lake wholly contained in California, is only 20 miles away. The college-operated Coppervale Ski Hill is just 14 miles from the campus.

The forerunner of Lassen Community College began on May 4, 1925, when the Junior College Department of the Lassen Union High School District was established and began conducting classes on the Lassen High School campus.

A separate facility was created in 1941 with the remodeling of a Main Street garage into a classroom building. In 1945, because of increasing enrollment, a new building was built adjacent to the high school. The modern era of Lassen Community College began in March 1965 with the establishment of the Lassen Community College District and the separation from the high school district. A separate Board of Trustees was elected and planning began for a new campus.

The new campus, located on Highway 139, today consists of 165 acres and 39 structures, including 19 main buildings. It began operations in September 1971. In addition to classrooms, laboratories, and offices, it has a dormitory with a capacity of 130, a library, college union, computer rooms, a large gymnasium and outdoor recreations facilities.

Lassen Community College's current enrollment is approximately 1750 FTE.

Application Procedure:

All applications will be held strictly confidential. Applicants are evaluated by the appropriate administrative manager and a review committee. Applicants determined to be the most qualified for the position will be invited for an interview at their own expense. All applicants must provide the following items by the closing date, Tuesday, February 16, 2010, 4:00 p.m.:

- Completed Lassen College Classified Application (Available at www.lassencollege.edu)
- Letter of application stating reasons for interest in position
- Current resume outlining relative experience, preparation, and achievements
- Verification of Associates Degree and/or experience

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED.

Application material should be addressed to:

**Office of Human Resources
Lassen Community College
P.O. Box 3000
Susanville, CA 96130
(530) 251-8811, FAX#: (530) 251-8872
susiehart@lassencollege.edu**

Applicants with disabilities desiring reasonable accommodation may call Susie Hart, Human Resources Technician at (530) 251-8811.

Statements included in this description reflect general duties, responsibilities, knowledge, skills and abilities for this position and are not all-inclusive.

The District reserves the right to modify, rescind or re-advertise this announcement without notification, or to delay indefinitely the employment of a person for the position.

Lassen Community College is an Equal Opportunity Employer