

Job Title:	Cherokee Center Specialist	Job Number:	ACAD-0025
Department:	Academic Affairs	Job Grade:	14
Reports To:	Vice President of Academic Affairs	FLSA Status:	Non-exempt

Job Purpose and Objectives:

Provides support for the Vice President of Academic Affairs and office activities and responsibilities of the Cherokee Center for Labette Community College. Provides general support to community, students, faculty and staff at the Cherokee Center.

Supervisory/Management Responsibilities:

☐ Yes ☒ No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Perform clerical office duties such as taking phone calls, preparing documents by using basic computer/word processing skills, coordinating and scheduling meetings, and arrange travel if needed
2. Ability to open (unlock) the facility, and when needed to close (lock) the Cherokee Center
3. Assist students and faculty with sending forms to appropriate offices and sort/file incoming and outgoing mail
4. Maintain positive relations with community members and provide students, instructors and visitors with general college information and directions
5. Attend and assist with special enrollments as needed e.g. off campus, evenings, weekend
6. Assist in the planning and coordination of promotional activities
7. Assist student with general questions about obtaining information for financial aid
8. Ability to enroll/advise students
9. Assist students with how to make payments and request transcript or other college related documents
10. Proctor/administer placement tests and make-up tests for instructors and other general supportive services
11. Sell textbooks and miscellaneous merchandise in cooperation with the LCC Bookstore
12. Provide supportive services to Physical Therapist Assistant Program Director and program when needed such as taking advisory meeting minutes, contacting advisory meeting members, and program paperwork for accreditation or other related matters
13. Provide supportive services to the IT Department with regards to base level technology updates at the Cherokee Center
14. Ability to become FERPA trained
15. Ability to attend meetings on main campus when required
16. Additional hours may be required on occasion
17. Enforces and maintains compliance with all federal, state and local laws and ordinances
18. Performs other duties as assigned or deemed necessary
19. Complies with all organizational and departmental policies and procedures
20. Operates all job-related equipment, machinery, tools and other aids as required or needed
21. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
22. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Associate's degree
2. Two years of experience in an office setting preferred

Certifications / Licenses:

1. None

Skills/Knowledge/Abilities:

1. Knowledge of general office procedures
2. Good organization and communication skills

3. Proficient with data entry, computer operations and various databases
4. Maintains a professional appearance and attitude
5. Ability to work with diverse populations
6. Maintains confidential information
7. Excellent time management skills and ability to multi-task and prioritize work
8. Ability to fulfill all duties with minimal supervision and to work independently
9. Assess situations rapidly and make logical decisions in a timely manner
10. Analyze facts and exercise sound judgment
11. Ability to effectively manage projects and multiple priorities simultaneously
12. Strong written and verbal communication skills
13. Problem solving and critical thinking skills
14. Strong math, spelling, computer, and calculator abilities
15. Ability to communicate in a professional, calm and courteous manner with the general public and employees
16. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on 1st floor of building. Office with open desk in main entrance.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

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| ☐ Employee Information | ☐ Managerial Information |
| ☒ Organizational Information | ☐ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☐ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

_____ Employee Name (Print)	_____ Signature	_____ Date
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_____ Supervisor / Department Director (Print)	_____ Signature	_____ Date
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Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
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01			