



Cherokee Center Specialist

The Cherokee Center Specialist provides support for the Vice President of Academic Affairs and office activities and responsibilities of the Cherokee Center for Labette Community College. This position provides general support to community, students, faculty and staff. Required Qualifications include an associate's degree. Two years of experience in an office setting is preferred.

Excellent benefits include vacation, sick leave, paid LCC tuition for employees and dependents, Kansas Public Employees Retirement System (KPERS), KPERS 457, 403 (b) with a matching plan, and the State of Kansas insurance plan, which covers medical, dental, and vision for both employees and their families. Supplemental insurances are also offered.

The salary is based on experience and is to begin at \$16.98 per hour with 36 hours per week. This is a non-exempt position. The working hours will be 11:00am to 8:00pm Monday to Thursday.

The position remains open until filled. Applications will be reviewed starting the week of 11/03/2025. Send an LCC application found at www.labette.edu/hr, a letter of interest, a resume, and an unofficial transcript to 200 S. 14th street, Parsons KS, by email to hr@labette.edu or drop the materials into the secure online portal found on the HR page.

Full position description can be found at www.labette.edu/hr

EOE

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu