



The Smart Choice!

Lower Columbia College is located in the heart of historic Longview, WA. LCC is the Smart Choice! Longview offers all of the advantages of a small town but approximately one hour drive provides access to Portland, Oregon, the Pacific Ocean, and the Cascade Mountains.

Why LCC?

Positions offer exciting opportunities to make a positive impact on student learning and our community including participating in campus and community activities, professional development, and collaborating with other faculty and staff.

Mission

The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.

Vision

Our vision is to be a powerful force for improving the quality of life in our community.

Values

Our campus community expects an environment of integrity, respect, collaboration, cooperation, inclusion, and innovation that fosters personal growth, academic excellence, and accountability.

Benefit Overview

Insurance:

We offer an affordable benefits package that delivers choice, access, value, and stability to you and your family. You have medical and dental coverage, life insurance, long-term disability, and the option to enroll in a medical Flexible Spending Account and Dependent Care Assistance Program. For more information on health care benefits, please visit Washington Health Care Authority.

Retirement:

Through the Department of Retirement Systems, employees participate in either PERS Plan 2 or PERS Plan 3 that is matched by LCC. There are also two supplemental tax-deferred retirement plans you can elect to participate in: the State Board Voluntary Investment Program and the Washington State Deferred Compensation Program.

Other Benefits:

Vacation, Sick Leave, Personal Holiday, Personal Leave Day, Ten Paid

Administrative Assistant 4

Internal Applicants Only

Classification:	Classified, Full time, twelve (12) month
Salary:	Salary is based on Range 46 - Beginning monthly salary is \$3,212 with annual increments to \$4,208. Membership in WFSE collective bargaining agreement is mandatory.
Reports to:	Executive Dean & Director of Nursing
Department:	Instruction
Closing Date:	Friday, April 21, 2017 at 5:00 pm

Lower Columbia College celebrates and embraces diversity of all kinds, including differing beliefs, cultures, people, and experiences. We commit to institutional and individual changes that recognize, understand, and challenge patterns of social inequity and systemic disparities within our ever-changing world. As part of this commitment, we strive to strengthen practices involving student success, cultural enrichment, diversity education, curricular transformation, and employee development. We are dedicated to promoting an accessible, inclusive, and safe environment that fosters cultural competency, educational equity, and social justice for all students, staff, faculty, and our local and global communities.

Description of Position

This position is responsible for providing administrative support to the Executive Dean and Director of Nursing (Exec Dean), and with the oversight of the Exec Dean is delegated the responsibility for major Instruction Division processes including curriculum maintenance and support, maintenance and upkeep of Instruction Division web resources, faculty evaluation process support, ctcLink support related to areas of responsibility, and subdivision budget management.

Duties & Responsibilities

The successful candidate will have the following responsibilities:

Administrative Support

Provide confidential and general administrative support to the Exec Dean by:

- Coordinating office operations as needed or requested.
- Monitoring and updating the Exec Dean's calendar.
- Assisting the Exec Dean with preparation for meetings and events.
- Making travel arrangements and preparing travel expense vouchers for all subdivision faculty and staff.
- Prepare draft of monthly Operations Report for the subdivision.
- Assist subdivision staff and faculty with budget requests and travel paperwork.
- Assist with Annual report for the subdivision.
- Coordinate room usage for second floor HSB (restricted use).
- Assist with data collection and/or management for the subdivision, such as for the Nursing Systematic Evaluation Plan and the Nursing Assistant Program.

Student Support

Provide general support to students by:

- Review waitlists and research class section openings for students in subdivision programs.

Holidays, Tuition Waiver

Red Devil Wellness is LCC's employee wellness program that strives to help employees improve and maintain their well-being enabling them to live healthier and more fulfilling lives.

LCC offers on-site childcare through The LCC Early Learning Center. The Early Learning Center is a state licensed program that offers high quality childcare for children ages 1 month through kindergarten entry to students, staff and faculty. The center is open Monday through Friday 7:30 a.m. to 5:30 p.m. The program is a participant of the Washington State Early Achievers quality rating and improvement system and rated a level 4-Quality Level of Excellence. Our teachers are trained in the Early Childhood Education field.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator & Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

- Register students as directed, including the Nursing eLearning cohorts.
- Contact students with schedule information as needed.

Budget Support

Complete various budget activities for subdivision:

- Monitor budget status of expenditures including payroll.
- Maintain ledgers of operating expenditures.
- Serve as the focal point for operating budget purchase requests via requisition or credit card and process related documents.
- Manage 3 credit cards used by faculty and staff in instructional areas: Code credit card billings directly to banking website, record budget numbers to statements, attach receipts to statements; obtain authorizing signatures and submit to finance office in a timely manner.
- Monitor expenses and payroll in FMS Query to ensure integrity of budget spreadsheets.

Instruction Division and College Support

As directed, develop, maintain, improve, and implement processes to support the Instruction Division and College mission:

- Maintain integrity of curriculum processes and records via Curriculum Committee: In collaboration with committee chairperson, determine meeting dates, sites and assemble Curriculum Guideline manuals with current materials; ensure integrity of proposals; prepare and distribute agendas; record, transcribe, distribute and post minutes to website; update and maintain Curriculum History log; update and print final course plans, obtain signatures and file; update SMS (course catalog, course descriptions, and future schedules); update program planners, diversity list, distribution list, 3-year advising list on LCC's website; update print copy of Academic Catalog.
- Process Exceptional Faculty Committee information: Assemble requests and coordinate with Foundation office to ensure committee members' packets are complete; Coordinate meetings; prepare and distribute agenda, request packets; post minutes to website; assist Foundation office with notification of grant approvals; prepare and maintain ledger of expenditures and periodically review with chair and/or Foundation office.
- Complete Accreditation activities as assigned. Serve as subject matter expert regarding the faculty evaluation process, and update/maintain procedures for evaluations of faculty to meet or exceed Standard 2B expectations in conjunction with faculty contract.

Faculty Evaluation:

- Prepare/maintain files, and assist with faculty evaluation processes within guidelines set forth in RCW 28B.50.850 (tenured faculty), LCCFAHE Section 304 (tenure track faculty), and Article 800 (non-tenure track faculty).
- Prepare enrollment reports for Exec Dean and staff in preparation for each quarter and the faculty evaluation process; collaborate with Office of Instruction staff in determining quarterly evaluation schedule; manage evaluations for subdivision areas.
- Coordinate with departmental staff members on administrative practices and procedures.
- Prepare/maintain procedure manuals for office staff using sample documentation for examples.
- Prepare quarterly evaluation time-line schedule for office staff.
- Serve as resource person for division and subdivision schedule development.
- CTC Link Support: Serve as resource person for Division and College on functions related to the Campus Solutions Pillar.
- LCC Web Support: Assist with maintaining the integrity of and updating the college's web information related to the Instruction Division, College Catalog, Program Planners, and other electronic resources.
- Other duties as assigned

Minimum Qualifications

- Knowledge of: college organization; administrative procedures; data collection and management; office procedures, methods, and practices; business management practices.
- Ability to: work independently; interpret policies and procedures; develop and maintain administrative processes; communicate effectively, both in writing and speech; coordinate with others; create documents and spreadsheet.
- Excellent communication and interpersonal skills
- Strong computer skills including MS Office Suite and Adobe Pro
- Exceptional customer service skills and demonstrated ability to handle difficult customers with tact and diplomacy

Preferred Qualifications

- BA degree OR AA and two years of progressively responsible experience in office, secretarial, bookkeeping, accounting, or general administrative work OR an equivalent combination of education and experience
- Previous experience with PeopleSoft Campus Solutions or similar data management system
- Bilingual or fluency in other languages

Application Procedure

Application materials can be obtained by visiting the Human Resource Services office OR on the LCC Jobs Page (<http://lowercolumbia.edu/jobs>).

A complete application packet includes:

- LCC Employment Application
- Cover letter
- Resume
- Unofficial transcripts of all undergraduate and graduate work (Official transcripts will be required upon hire)
- LCC Background Authorization form
- Applicant Data Form (optional)

Incomplete application packets may not be considered. It is the responsibility of the applicant to ensure a complete packet is submitted.

Send application materials by one of the following delivery methods:

Email: hr@lowercolumbia.edu
Fax: 360-442-2129
Mail: LCC Human Resources
1600 Maple Street / PO Box 3010
Longview, WA 98632