



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:

Employees participate in either the State Board Retirement Plan administered through TIAA-CREF or PERS Plan 3 administered through DRS. Both plans are 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, 5 Personal Holi-

Ed Planner/Transfer Advisor

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| Classification: | Exempt from Civil Service, Full time, twelve (12) month |
| Salary: | \$42,000 |
| Reports to: | Director of Testing & Advising |
| Department: | Advising & Testing |
| Closing Date: | April 24, 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 educational and career planning assistance to students attending Lower Columbia College.

Duties & Responsibilities

The successful candidate will have the following responsibilities:

- Assist student in clarification of educational, career, and life goals.
- Advise new students with developing program and long range plans.
- Advise new/prospective students of requirements for academic transfer and professional/technical programs and/or degrees.
- Be an active participant in the LCC onboarding process and New Student Orientations.
- Participate in the development, implementation, review, presentation, and revision of orientations for all new students.
- Coordinate and/or promote special events such as College Transfer Fairs, Career Fairs, multicultural student outreach, etc.
- Understand the institution's interpretation of FERPA rules for the release of student information to faculty, parents, and students.
- Evaluate and determine the transfer of credits; research course descriptions to determine transferability in an unofficial capacity.
- Participate in and assist with the Advising Institute for faculty and entry advisor training.
- Maintain accurate, current information related to transfer student's educational requirements at LCC and transfer institutions, with an emphasis on colleges and universities with whom LCC has articulation agreements.
- Develop advising materials specific to transfer students, including maintaining contact with baccalaureate institutions and programs
- Disseminate transfer and/or academic information to the campus community via workshops, individual and group advising, or print, email, and social media.
- Serve on appropriate college committees and be involved in the academic community.

days and 10 Paid Holidays per year,
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.

- Represent the college at community educational and outreach events.
- Assist with student retention with an emphasis on satisfactory academic progress using current and new student interventions or the appropriate college or community referral.
- Perform other related duties as assigned

Minimum Qualifications

- Bachelor's Degree in Advising, Social Sciences, or closely related field.
- Strong technology background with ability to work with complex systems in a fast paced environment.
- Self-starter with high degree of motivation, energy, flexibility and willingness to innovate.
- Strong oral, written and interpersonal communication skills, with an ability to work independently or collaboratively across departments.
- Sound organizational and problem-solving abilities with a service oriented approach.
- Positive can do attitude with a team first mentality.
- Sensitivity to and understanding of the diverse backgrounds of community college students including those with physical, emotional and/or learning disabilities.

Preferred Qualifications

- 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