



Job Descriptions  
Fall 2008

Our Lady of Holy Cross College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501) to award the associate, baccalaureate, and master degrees.

Our Lady of Holy Cross College is accredited by the National League for Nursing Accrediting Commission (350 Hudson St., New York, NY, Telephone number 212-989-2272) to award the baccalaureate degree.

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## **Academic Program Coordinators**

**Reports to:** Department Chair

**Supervises:** Curricular area or concentration

**Basic Function:** Under the framework of College policies and procedures, assist the Department Chair in administering the academic affairs in the discipline

**Major Duties:**

1. Assist in searches, hiring, mentoring for full and part-time faculty.
2. Recommend reappointment of faculty.
3. Assist in resolving conflicts among peers and student complaints.
4. Coordinate implementation of assessment plan.
5. Coordinate program reviews.
6. Facilitate curricular discussion among members of the discipline.
7. Assist in coordinating the scheduling of courses each semester and submit course schedule to the Department Chair.
8. Review and revise catalog copy
9. Confirm completion of graduation requirements for students in coordination with the Department Chair.
10. Perform other activities as requested by the Chair of the Department.

## **Accountant**

**Reports To:** V.P. for Financial Management/Controller

**Supervises:** Assigned Staff

**Basic Function:** To maintain and process College Accounts Payable checks and vendor files, purchase order requisitions, supply maintenance, and assist with payroll and bursar functions. To also assist Vice President for Financial Management/Controller with various administration and support activities.

**Major Duties:**

1. Issue Purchase Order Requisitions and Supply Requisitions.
2. Issue Accounts Payable Checks.
3. Maintain accurate records of all checks processed.
4. Maintain vendor files and vendor relationships.
5. Issue 1099 Misc.
6. Verify receipt and distribution of supplies.
7. Process all purchases for the College within established guidelines.
8. Maintain postage machine
9. Data input of accounts payable invoices
10. Maintain maintenance agreement and equipment lease files
11. Assist Bursar with duties when bursar is not available.
12. Assisting Bursar during registration if needed.
13. Assist with cash receipts during registration
14. Assist with data input of general ledger journal entries.
15. Perform various functions working with Microsoft Office applications.
16. Supervise the ordering and distribution of supplies.
17. Monthly close of A/P and PO's
18. Close A/P and PO's for fiscal year and calendar year.
19. Perform other duties as assigned.
20. Process bi-weekly payroll.
21. Help maintain personnel records.
22. Assist Director of Human Resources whenever needed.

## **Accounting Manager**

- Reports To:** Vice President for Financial Affairs
- Supervises:** No direct reports
- Basic Function:** The Accounting Manager has the responsibility for maintaining the final monthly financial closing schedule and general ledger of the College.
- Major Duties:**

### **General Ledger:**

1. Prepare and post Journal Entries
2. Prepaid property insurance and taxes
3. Prepaid auto insurance
4. Marianite rent expense
5. Reclass IA deposits
6. Interest earned and Fees for bank accounts
7. Capitation deposited and transferred
8. Deferred Revenue
9. VISA charges
10. Student loans returned to Servicer
11. Student loans drafted by Servicer
12. Federal program deposits
13. Federal program revenues
14. NDSL activity
15. NSL activity
16. Due To/Due From all funds
17. Reclass fund 21 disbursements to correct scholarship or grant
18. Record and monitor gift and grant activity
19. Maintain the monthly financial closing schedule

### **Fixed Assets:**

20. Add, Retire, and Depreciate Assets
21. Maintain schedule of Projects for CWIP
22. Label OLHCC assets
23. Balance Fund 11 and Fund 51 line items

### **Cash:**

24. Prepare Proofs of Cash for:
  - Operating Account
  - Refund Account
  - Capitation Account
  - Tower Account

- Federal Funds Account
- Student Loan Account
- NDSL Account
- NSL Account
- Prepare and distribute Cash Report
- Sweep funds to Operating or Unrestricted account
- 25. Monitor operating cash balances for bank on a daily basis

**Investments:**

- 26. Prepare journal entries, review, and prepare schedules for:
- 27. Capital One Endowed Professorships
- 28. Capital One Endowed Scholarships
- 29. Whitney Unrestricted
- 30. Whitney Endowment
- 31. Prepare investment letters and move funds to
- 32. Capital One and Whitney
- 33. Prepare and maintain schedules to support investment balances

**Accounts Payable:**

- 34. Request monthly payments to various vendors
- 35. Reconcile and request payment for Shell Gas Card
- 36. Reconcile, record, and request payment for VISA Credit Card
- 37. Reconcile, record, and request payment for SODEXHO
- 38. Record Sutton House Note

**Financial Aid:**

- 39. Prepare schedule and request Federal reimbursement for FCWS
- 40. Prepare schedule and request Federal reimbursement for SEOG
- 41. Request Federal reimbursement for PELL
- 42. Request Federal reimbursement for Nursing Katrina Foreign Contributions
- 43. Request Federal reimbursement for ACG Grant
- 44. Request Federal reimbursement for SMART Grant
- 45. Request Federal reimbursement for Katrina Cash Flow Assistance
- 46. Transfer funds from Federal Funds Account to Operating Account
- 47. Maintain schedule of Accounts Receivable Federal Government
- 48. Maintain schedule of Accounts Receivable and Accounts Payable Student Loan Servicers

49. Maintain schedule of amounts deposited and returned for Student Loans
50. Prepare schedule of Student Loans to be returned to Servicer
51. Review funds drafted by Servicers for correct amounts recovered
52. Prepare annual audit schedules as requested
53. Assist in the preparation of Federal Year End Reports
54. Assist in the awarding of Scholarships
55. Request funds from bank for reimbursement of scholarship awards

**General Duties:**

56. Make bank deposits
57. Maintain college vehicle
58. Assist with annual audit
59. Assist with annual budget
60. Assist in the preparation of various reports

## **Administrative Assistant for the Division of Liberal Arts and Sciences**

**Reports to:** Associate Dean for Liberal Arts and Sciences

**Supervises:** Student Workers

**Basic Functions:** To assist the Dean and Department Chairs of the Division

**Major Duties:**

1. Responsible for the annual reports required of each of the departments.
2. Coordinate all documentation needed for the Theology Graduate Program.
3. Maintain full-time and adjunct faculty files.
4. Type tests, syllabi, handouts, etc. for instructors as needed (needed by many adjuncts).
5. Prepare, collect, and compile teacher evaluation forms for fall, spring, and summer semesters.
6. Assist the Division with registration in fall, spring, and summer semesters; to including honors convocation and graduation.
7. Assist with preparation of surveys and reports for the Departments.
8. Responsible for collecting and filing credentials on each full-time and each semester.
9. Responsible for collecting and filing a professional development contract on each full time faculty each academic year.
10. Assist with the interviewing process for the Department Chairs.
11. Gathering orders, getting PO numbers, and ordering supplies for faculty.
12. Gather information for the Associate Dean and each Department Chair as needed from the PowerCampus software.
13. General office duties including but not limited to: answering the unit telephones, greeting visitors to the unit, assisting staff members from other areas when needed.
14. Assist the academic unit as needed.
15. Assist with all of the departments' reaccreditation processes.
16. Night time secretary, Monday through Thursday, until 7:00 pm.

## **Administrative Assistant for Library Services (Part-time)**

<b>Reports to:</b>	Director of Library Services
<b>Supervises:</b>	Professional Librarians and Student workers
<b>Basic Function:</b>	To assist Director of Library Services and professional librarians

### **Major Duties:**

1. Answer Library's and Director's phone lines
2. Type correspondence and reports for Director and others as needed
3. Schedule and coordinate meetings and appointments; take minutes at meetings
4. Collect and distribute mail
5. Handle copying and faxing
6. Order and maintain inventory of supplies
7. Design and print signs and posters
8. Organize and maintain Library files and records
9. Assist librarians in preparation for bibliographic instruction sessions; includes copying and typing handouts and other documents as requested
10. Process Library User Survey
11. Input Friends of the Library data
12. Print and mail overdue notices; follow-up phone call when necessary
13. Process reserve materials and maintain records
14. Assist in technical processing of library materials
15. Prepare and publish acquisitions list
16. Assist at circulation desk
17. Continually update skills and knowledge of Microsoft Office applications, especially Word, Excel, and Power Point
18. Perform other duties as assigned

## **Administrative Assistant for Nursing**

**Reports to:** Chair of the Department of Nursing

**Supervises:** Student Workers

**Basic Function:** To assist the Chair of the Department of Nursing

### **Major Duties:**

#### A. Receptionist

1. Telephone calls and messages for Dr. Prechter, nursing faculty when they are in class or off campus (occasionally), and other Administrative Assistants if they are away from their desk.
2. Greeting of students, faculty and visitors.
3. Information center for visitors, students and faculty.

#### B. Secretarial

1. Assist with all nursing course syllabi, handouts, examinations, correspondence for faculty and clinical rotations - typing and photocopying if needed.
2. Assist with minutes of weekly nursing faculty meetings, assuring all are filed.
3. Annual State Board of Nursing Report  
AACN Annual Report  
Annual NLN Survey Report  
5 year site visit report to State Board of Nursing  
NLN accreditation report  
Any other reports required for the Department of Nursing
4. Correspondence from Department of Nursing to clinical agencies, accrediting bodies, nursing students, perspective faculty, etc.
5. Update Nursing Student Handbook, Nursing Faculty Handbook, APRG Handbook and distribute new student policies when they go into effect.
6. Assist with ordering of standardized tests for the Department i.e., Assessment Technologies, Inc. Package answer sheets for mailing and scoring and package test booklets for return.
7. Score reading tests and record reading scores at least 6 times a year plus individual testing as needed. Contact students who haven't taken the reading test before they can be pre-advised for the next semester. Send e-mails to pre-nursing students and their advisor after they take the reading test to inform them of their scores.
8. Updating annual contracts with clinical agencies and development of new contracts.
9. Graduate follow-up letters and survey tool.

10. Admission Requests to Department of Nursing
  - a. Prepare, reproduce, distribute, receive and file applications
  - b. Obtain copies of transcripts from Admissions or Registrar offices from all schools attended by the applicant and evaluate them
  - c. Prepare packet of information for the Nursing Faculty Admissions Committee.
  
11. Record keeping for Department of Nursing
  - a. Student files
  - b. Course Syllabi files
  - c. Course test files
  - d. Historical records
  - e. Purchase requisitions for audio-visual material, supplies and laboratory equipment
  - f. Faculty files
  - g. Evaluation results
  
12. Evaluation form tallies and typed summary for courses, individual faculty in classroom and clinical setting and clinical agencies.
14. Assist in supervising student workers.
15. Perform any other duties assigned.

## **Administrative Assistant for Professional Studies (education, business, counseling) and Allied Health**

**Reports to:** Associate Dean of Professional Studies

**Supervises:** Student Workers

**Basic Functions:** To assist the Chairs of Business, Education, Counseling and the director of Allied Health

**Major Duties:**

1. Responsible for the annual reports required of each of the departments.
2. Responsible for collecting and organizing materials for SACS.
3. Coordinate all documentation needed for Accreditation Processes (state and national).
4. Maintain full time and adjunct faculty files.
5. Type tests, syllabi, handouts, etc. for instructors as needed (needed by many adjuncts).
6. Prepare, collect and compile teacher evaluation forms each semester to include the summer.
7. Assist the Division with registration each semester to include summer, honors convocation and graduation.
8. Assist with preparation of surveys and reports for the Departments.
9. Responsible for collecting and filing credentials on each full time and adjunct faculty each semester.
10. Responsible for collecting and filing a professional development contract on each full time faculty each academic year.
11. Gathering orders, getting PO numbers, and ordering supplies for faculty.
12. Gather information for the Associate Dean and each Department Chair as needed from the PowerCampus software.
13. General office duties including but not limited to: answering the unit telephones, greeting visitors to the unit, assisting staff members from other areas when needed.
14. Assist the academic unit as needed.
15. Assist with all of the department's reaccreditation processes.
16. Assist other departments/areas as needed.

## **Administrative Assistant to the Vice President of External Affairs and Institutional Effectiveness**

**Reports to:** Vice President of External Affairs and Institutional Effectiveness

**Supervises:** Student Workers

**Basic Function:** Responsible for communicating gratitude to the community, assisting and coordinating events for the College, recording and processing reports, maintaining and increasing documentation on donors, and coordinating efforts between the Office of External Affairs and the Office of the President. Responsible for the communications, events, gift and data processing, and other forms.

**Major Duties:**

1. Reports to the President and Vice President for External Affairs.
2. Manages and supervises work-study students for External Affairs.
3. Special Events Coordinator for the President, External Affairs and the College community.
4. Administers the daily operation of the SCT Power Campus Advancement module, including gift and related processing.
5. Coordinates and supports events as determined by the VP for External Affairs for special events.
6. Communicates to the College community results from special events, campaigns, and other efforts.
7. Performs administrative assistant duties as needed.
8. Administers reports, maintaining documentation, processing transactions, and handling communication for the Annual Fund, Capital Campaign, and other fundraising.
9. Works with external auditors regarding year-end close
10. Coordinates with Financial Affairs regarding General Ledger postings.
11. Coordinates efforts between the Office of External Affairs and the Office of the President.
12. Participates in professional and community organizations, associations, etc.
13. Performs related duties as prescribed by the Vice President for External Affairs and Institutional Effectiveness.

## **Associate to the President for Administration and Ministry**

**Reports to:** President

**Supervises:** Maintenance Manager, Chaplain, and Campus Minister

**Basic Function:** As a major administrator, this position will be responsible for administrative and ministry related areas.

**Major Duties:**

1. Represent the College at major events with the president for development of the College.
2. Represent the President at events related to ministry and supervise the campus minister and ministerial efforts
3. Design and promote major changes to the ministry program at the College, for example, develop a lay ministry program at the College in cooperation with student life and campus ministry
4. Represent the President in his absence at designated meetings
5. Assist the Executive Assistant to the President for all Board of Directors and Ambassadors meetings in the design of agenda, etc.
6. Coordinate efforts between the Corporate Governance Committee and the Corporation
7. Act as the guardian of all documentation between the Congregation and the College.
8. Cooperate with the President, the faculty, staff for the development of mission awareness.
9. Chair the Operations and Safety Committee and supervise the director of maintenance.
10. Work with the assistant to the President for planning with regard to new facilities and development of the campus
11. Represent the President at budget and finance meetings in his absence.
12. Perform other duties as assigned by the President

## **Associate to the President for Policy and Planning**

**Reports to:** President

**Supervises:** No direct reports

**Basic Function:** This position reports to the President and works with all the departments in the College to develop, evaluate and maintain the planning process. A member of the President's Cabinet, the Associate to the President for Planning and Policy provides resources and support in decision-making processes to ensure that the policies of the College are consistent with the values expressed in its mission statement.

### **Major Duties:**

1. Develops and maintains the Strategic and One Year planning process for the College in cooperation with the administrators and faculty;
2. Evaluates and reports to the President of the College the progress of the long range, strategic plans and the one-year strategic plan;
3. Initiates and develops strategic initiatives within the College in cooperation with the Development office;
4. Works closely with the Vice President for Institutional Effectiveness;
5. Develops and monitors the strategic plan and one year key performance indicators;
6. Assures that results of the studies and analyses are communicated to the appropriate constituents of the College;
7. Assures consistency of data in reports emanating from the College and provides a central source of these data;
8. Responds to external requests for information surveys and/or questionnaires;
9. Develops, organizes, maintains, analyzes, and reports specific data which are critical to the implementation and evaluation of the long range plan and related strategic plans;
10. Identifies, collates, and analyzes data on file and/or data being generated to identify trends significant for program planning;
11. Teaches one course per semester in the business department or relevant area.

## **Bursar**

- Reports To:** Vice President for Financial Affairs
- Supervises:** Bursar's Assistant and Student Workers
- Basic Function:** Ensure the proper collections of payments from students and third party payees.
- Major Duties:**
1. Accept Accounts Receivable payments from students.
  2. Prepare daily Accounts Receivable cash receipts journal.
  3. Ensure timely mailing of Accounts Receivable statements for collection.
  4. Process other cash receipts/payments as required.
  5. Review student Accounts Receivable balances, prepare refund checks, and check request for transfer of funds.
  6. Forward all delinquent Accounts Receivable to collection agency and monitor the activity of same.
  7. Prepare all outside billings for tuition and other charges – Third party receivables, military, state and federal agencies, etc.
  8. Perform data entry as required.
  9. Field student inquiries regarding their Accounts Receivable.
  10. Coordinate with Financial Aid and Registrar personnel student billing issues.
  11. Set up, maintain, monitor, and update Accounts Receivable payment plans.
  12. Review numbers of enrolled hours to ensure students have correct number for receipt of financial aid.
  13. Post financial aid received to qualified students' accounts receivable.
  14. Assist Accounting Manager in annual preparation of 1098-T forms.
  15. Cash Receipts
  16. Balance the student AR to the general ledger
  17. Monitor schedule changes during the semester
  18. Maintain and bill third party payees
  19. Perform all other assigned duties

## **Bursar's Assistant**

**Reports To:** Bursar

**Supervises:** No direct reports

**Basic Function:** To assist the Bursar with daily functions and maintain the office when the Bursar is out.

**Secondary Function:** Assist other staff in the Business Office with clerical duties and maintenance of various files.

### **Major Duties:**

1. Accept accounts receivable payments from students and log them properly.
2. Assist Bursar with registration
3. Answer phones
4. Apply Cajun Cash to accounts
5. Perform other assigned duties

## **Campus Minister**

- Reports to:** Associate to the President for Administration and Ministry
- Supervises:** No direct reports
- Basic function:** Provide for and nurture the spiritual development of the College community and its members
- Major duties:**
1. Establish goals, develop action programs, and conduct evaluations for Campus Ministry.
  2. Teach two theology courses per semester.
  3. Provide pastoral care and encourage religious growth in cooperation with the Executive Associate to the President for Administration and Ministry.
  4. Coordinate religious services and celebrations in accordance with College needs.
  5. Provide opportunities for group discussion of issues to enhance personal learning, growth, and sense of justice.
  6. Interact with external groups or agencies and maintain professional affiliations and awareness of current professional trends, research, etc.
  7. Serve on appropriate committees, demonstrate support for the College, and participate in its activities.
  8. Provide pastoral presence on appropriate occasions whenever possible.

## **Campus Technology Technician**

**Reports to:** Director of Technology Services

**Supervises:** No direct reports

**Basic Function:** Responsible for all technical aspects of the College's end-user/instructional technology. Provide support of all desktops, laptops, user accounts, classrooms, A/V equipment, and printers/supplies within the College.

### **Major Duties:**

1. Troubleshoot, repair, and maintain all campus computers, including hardware and/or software upgrades and installs.
2. Ensure all classroom technology is in working order; support instructors in a timely manner.
3. Maintain user accounts, unlock accounts, and reset or establish passwords as needed for both Active Directory and IQWEB.
4. Oversee and staff (on an as-needed basis) the Helpdesk (x106) to make certain it is always covered during business hours.
5. Maintain and support all campus printers, copies, and supplies and consumables therein.
6. Coordinate the scanning and organization of paper documents with various departments into the College's digital-imaging system.
7. Verify that the Academic Skills Center is operational, fully stocked with supplies, and student friendly at all times. This includes, but is not limited to, installation of appropriate academic software, (once approved by ITS).
8. Coordinate the setups for Registration.
9. Coordinate any setups for the Basil Moreau Center (BMC), including all IT/AV equipment that is on loaner status; supports those that borrow equipment if needed.
10. Any and all other tasks, duties, functions, or responsibilities designated by the Director of Technology Services.

## **Chaplain, Part-time**

**Reports To:** Director of Campus Ministry

**Supervises:** No direct reports

**Basic Function:** Assists the Campus Ministry in providing for and nurturing the spiritual development of the College community and its members

**Major Duties:**

1. To Celebrate liturgy twice a week.
2. To be available for the Sacrament of Reconciliation
3. To teach a theology course
4. To lecture on special topics
5. To participate in service-oriented activities where appropriate
6. To lead special spiritual functions where appropriate

## **Cleaning Service Worker**

- Reports to:** Maintenance Manager
- Supervises:** No direct reports
- Basic Functions:** Perform different task as directed by supervisor

**Major duties:**

**Classroom Cleaning**

1. Clean Chalk Boards
2. Empty Waste Baskets/Pencil Sharpeners
3. High Dust/Damp Wipe
4. Dust Mop
5. Damp Mop

**Office Cleaning**

1. High Dust/Damp Wipe
2. Empty Waste Baskets
3. Dust Mop
4. Vacuum Carpet

**Corridor Cleaning**

1. Clean Entrance Matting
2. Dust Mop Floors
3. Corridor Burnishing
4. Vacuuming

**Rest Rooms**

1. Empty Wastebaskets
2. High Dust
3. Sanitize Surfaces
4. Damp Mop
5. Polish stainless
6. Wipe down/Sanitize walls

**Elevators**

1. Dust mop
2. Damp Mop
3. Clean Tracks
4. Wipe Down Walls
5. Polish stainless

**Stairwell**

1. High Dust
2. Sweep treads
3. Mop Treads/Landings
4. Damp Wipe rails
5. Clean walls

## **Clinical Course Coordinator**

**Reports to:** Chair of Nursing

**Supervises:** Curricular area for Clinical Courses

### **Basic**

**Function:** Under the framework of both the College's and Department's policies and procedures, assist in administering, implementing, and evaluating the requirements of a clinical course.

### **Encourage all faculty to:**

1. Foster the values of the College
2. Support the mission/vision of the College
3. Adhere to the stated policies and procedures of the College and the Department.
4. Adhere to the job description responsibilities as listed in the Department's Faculty Handbook
5. Respect the rights of other faculty and students
6. Maintain honesty and integrity
7. Assume an obligation for active involvement in teaching and service
8. Commit to continuing professional development

### **Major Duties:**

#### **Curriculum/course work**

1. Assume responsibility for preparation of course syllabus and other course materials; post all the information on the Course Public folder in time for students to have timely access to the information.
2. Conduct course sub-committee meetings (**minimum of two per semester**).
3. Assure that all course textbooks (complimentary copies through the book representatives) and laboratory supplies are ordered the semester prior to the course being taught.
4. Assure that the reserve course booklist is submitted to the library and new book requests for the course are submitted to the Department Chair.
6. Assure that all grade records of all testing and graded assignments are filed.
7. Assure that all students are informed in writing of midterm grade deficiencies.
8. Distribute course/teacher/agency evaluations to students and assign a student to collect them.
9. Arrange for administration of standardized examination(s).
10. Submit final course grades through IQ Web.
11. Prepare end of semester report (follow department guidelines) to present to the Department Faculty Organization.

12. Participate in monthly Department administrative council meetings (third Monday of each month).
13. After subcommittee meetings, present any course revisions to the curriculum committee
14. Schedule and monitor the time for course faculty to meet and put together All tests; assure that the test template for the course is followed/evaluated.
15. Submit all clinical evaluations to the Department prior to the end of the semester.

### **Students/faculty**

1. Monitor the academic progress of students in the classroom, and advise students appropriately; counsel students who are having academic difficulties with the course.
2. Discuss with an individual faculty member any graded written work on which the student earns a grade of 93 or above, or a grade below 77.3.
3. Discuss the results of the course evaluation with all course faculty members.
4. Monitor the end of course remediation expectations in order for students to progress.
5. Mentor any new full time or pro rata faculty (use the department mentoring form).
6. Assist in resolving any grievances or issues between students/and or faculty.
7. Assist in the process of hiring any new or pro rata faculty for this course.

### **Clinical**

1. Provide direct supervision of nursing students in the clinical area and assist in monitoring the other clinical instructors in the course.
2. Maintain expertise in the clinical area by continuing education and clinical practice.
3. Meet with the nursing education department of the hospital(s) where assigned to have nursing students.
4. Assure that all faculty complete the mandatory orientation and paperwork requirements to the hospital or agency required for clinical faculty members.
5. Assure that all faculty orient to the nursing unit where assigned with the students.
6. Monitor the progress of students in the clinical area and inform them of ways to improve their performance. If necessary this should be done in writing as well as orally.
7. Assist in obtaining additional hospital/agency affiliations/contracts.

## **Coordinator of Admissions**

- Reports to:** Director of Admissions and Financial Aid
- Supervises:** Student Workers
- Basic Function:** Direct and perform admissions activities and correspondence.
- Major Duties:**
1. Record, track, and report application progress.
  2. Receive and process transcripts.
  3. Counsel prospective students on the application process.
  4. Supervise mail distribution for Student Affairs and Admissions.
  5. Perform accounting of the Student Activity Fund.
  6. Supervise parking, I.D.s.
  7. Order office supplies.
  8. Supervise student workers.
  9. Manage all correspondence with prospective students.
  10. Perform other duties assigned by the Vice President for Student Affairs.

## Coordinator of Allied Health

- Reports to:** Department Chair of Nursing
- Supervises:** Curricular area for all Allied Health programs: Bachelor of Science in Health Sciences, Radiologic Technology, Respiratory Care and Associate of Science in Radiologic Technology and Respiratory Care.
- Basic Function:** Under the framework of College policies and procedures, advises the Department Chair of Nursing in regards to issues of the Allied Health programs
- Major Duties:**
- Within the Allied Health Programs
1. Coordinate implementation of the assessment plans.
  2. Coordinate program reviews.
  3. Facilitate curricular discussion
  4. Review and revise catalog descriptions
  5. Coordinate application processes
  6. Advise students
  7. Confirm completion of graduation requirements for students in coordination with the Department Chair.
- Within the College
1. Work with other academic areas on interdisciplinary curricular issues.
  2. Work with the Department Chair on the General Education and Development issues.
- Outside the College
1. Provide information directly or indirectly through staff for outside requests.
  2. Respond to surveys
  3. Serve as liaison with state agencies, organizations, where appropriate (Ochsner School of Allied Health Sciences and Delgado)
  4. Serve on the Ochsner Foundation Self-Study committee and participate in foundation program accreditation activities.
  5. Serve on the Ochsner Foundation Student Policy and Grievance Committee in disciplinary action related to College students enrolled in the Foundation program.

## **Coordinator of Community Counseling**

**Reports to:** The Director of the Counseling Program

**Supervises:** No direct reports

**Basic Functions:** Primary responsibilities are to coordinate the Community Counseling Program

**Major Duties:** Including but not limited to:

1. Oversees the course (s) related to the specialty of Community Counseling to be in compliance with CACREP requirements.
2. Oversees the advising of students specializing in Community Counseling.
3. Works in conjunction with the Director of the Counseling Program and the coordinator of internship in determining appropriate sites for the clinical placement and assists students in such placements.
4. Develops relationship with community agencies and site supervisors for Community Counseling.
5. Meets with Director of the Counseling Program to provide periodic feedback and review.

## Coordinator of Graduate Counseling Programs

- Report to:** Department Chair
- Supervises:** Curricular area for Graduate Counseling Programs: M.A. in Community Counseling; M.A. in Marriage and Family Counseling; and M.A. in School Counseling.
- Basic Function:** Under the framework of College policies and procedures, advises the Department Chair of Counseling and Behavioral Sciences in regards to issues of the Graduate Counseling programs.

- Major Duties:**
- Within the Graduate Counseling Programs:
1. Handle day-to-day operations of the Graduate Counseling Department.
  2. Assist in searches, hiring, mentoring for full and part-time faculty.
  3. Recommend reappointment of faculty.
  4. Assist in resolving conflicts among peers and student complaints.
  5. Coordinate implementation of assessment plan.
  6. Coordinate program reviews.
  7. Facilitate curricular discussions among members of the discipline.
  8. Assist in coordinating the scheduling of courses each semester and submit course schedule to the Department Chair.
  9. Confirm completion of graduation requirements for students in coordination with the Department Chair.
  10. Act as liaison between CACREP and Department Chair.
  11. Implement and maintain CACREP requirements for the Graduate Counseling Programs.
  12. Coordinate the self study of the Graduate Counseling Programs when needed for CACREP accreditation of the programs.
  13. Prepare agenda for graduate counseling faculty meetings and conduct the meetings.
  14. Assist in the annual faculty evaluations.
  15. Coordinate the student evaluation of faculty.
  16. Coordinate proposal, thesis and comprehensive examinations.
  17. Assists in the maintenance of graduate files.

Within the College:

1. Work with other academic areas on interdisciplinary curricular issues.
2. Work with the Department Chair on the General Education and Development issues.

Outside the College:

1. Provide information directly or indirectly through staff for outside requests.
2. Respond to surveys.
3. Serve as liaison with state agencies, organizations, where appropriate.

## Coordinator of Graduate Education

- Reports to:** Department Chair of Education
- Supervises:** Curricular areas for all Graduate Education programs: Master of Education in Educational Leadership, Master of Education in Curricular Development and Instructional Strategies
- Basic Function:** Under the framework of College policies and procedures, advises the Department Chair of Education in regards to issues of the Graduate Education programs
- Major Duties:**
- Within the Graduate Education Programs
1. Coordinate the writing of the ELCC SPA report.
  2. Coordinate implementation of the assessment plan specifically those assessments that comprise the ELCC report.
  3. Coordinate TaskStream assessments and postings.
  4. Coordinate program stages for graduate candidates in education.
  5. Coordinate MAT testing.
  6. Coordinate comprehensive exams.
  7. Facilitate curricular discussion.
  8. Review and revise catalog descriptions and graduate guide requirements.
  9. Coordinate application processes.
  10. Advise candidates.
  11. Confirm completion of graduation requirements for candidates in coordination with the Department Chair.
- Within the College
12. Work with other academic areas on interdisciplinary curricular issues.
- Outside the College
13. Provide information directly or indirectly through staff for outside requests.
  14. Respond to surveys
  15. Serve as liaison with state agencies, organizations, where appropriate (ELCC, SREB, etc.).
  16. Serve on the Retention Committee in disciplinary action related to College candidates enrolled in the Education program(s).

## **Coordinator of Marriage and Family Counseling**

- Reports to:** The Director of the Counseling Program
- Supervises:** Curricular area of Marriage and Family Counseling
- Basic Functions:** Primary responsibilities are to coordinate the Marriage and Family Counseling Program
- Major Duties:** Including but not limited to:
1. Oversees the course (s) related to the specialty of marriage and family counseling to be in compliance with CACREP requirements.
  2. Oversees the advising of students specializing in marriage and family counseling.
  3. Works in conjunction with the Director of the Counseling Program and the coordinator of internship in determining appropriate sites for the clinical placement and assists students in such placements.
  4. Develops relationship with agencies and site supervisors for Marriage and Family Counseling.
  5. Meets with Director of the Counseling Program to provide periodic feedback and review.

## **Coordinator of Professional Laboratory Experience Program (PLEP)**

- Reports to:** Department Chair of Education
- Supervises:** All candidates enrolled in their primary field experience classes: EDU 305 and EDU 310, supervisors of field experiences, cooperating teachers and principals who participate in the program.
- Basic Function:** Under the framework of College policies and procedures, advises the Department Chair of Education in regards to issues of the PLEP program
- Major Duties:**
- Within the PLEP Program
1. Evaluate all candidates for prerequisites to enter the PLEP program.
  2. Acquire placements for each student for each semester.
  3. Assure a variety of placement for each student. i.e. different class levels, different schools, and different supervisors.
  4. Maintain contact with all cooperating teachers and their principals to ensure their understanding of program.
  5. Schedule the first meeting for candidates and supervisors at each school.
  6. Coordinate the supervisors.
  7. Hold regularly scheduled meetings with supervisors.
  8. Update the PLEP handbook as needed.
  9. Coordinate the PLEP banquet each spring.
  10. Regularly assess the candidates' completion of hours and meet with candidates who have grievances.
  11. Advise candidates.
  12. Confirm completion of graduation requirements for candidates in coordination with the Department Chair.
- Within the College
1. Work with other academic areas on interdisciplinary curricular issues.
  2. Serve as advisor to the A+PEL student organization.
- Outside the College
1. Provide information directly or indirectly through staff for outside requests.
  2. Respond to surveys
  3. Serve as liaison with state agencies, organizations, where appropriate (LA ATE, A+PEL, etc).

## **Coordinator of Recruitment**

**Reports to:** Vice President for Enrollment Management and Student Development

**Supervises:** Student Workers

**Basic Function:** Direct and perform enrollment development activities such as recruitment, counseling, marketing, public relations, and processing.

- Major Duties:**
1. Direct and perform recruitment activities for both traditional and non-traditional students.
  2. Maintain active liaison with area high schools, colleges, agencies, organizations, businesses, corporation, etc.
  3. Attend high school, college and career days, community information sessions, neighborhood meetings, etc.
  4. Assist in the development of promotional materials in conjunction with the Office of Development.
  5. Conduct seminars, workshops, and social events to attract new students.
  6. Establish appropriate planning of documents related to specific goals and objectives.
  7. Involve other administrators and faculty in recruitment efforts.
  8. Assist the Coordinator of Scholarships to coordinate use of the materials for scholarships.
  9. Maintain involvement in professional organizations and an awareness of research, trends, and technical advances.
  10. Maintain records of student interests recorded at events.
  11. Co-moderate the student ambassador organization with the Director of Student Life.
  12. Perform other functions and assist as requested or assigned.

## **Coordinator of School Counseling**

<b>Reports to:</b>	The Director of the Counseling Program
<b>Supervises:</b>	Curricular area of School Counseling
<b>Basic Functions:</b>	Primary responsibilities are to coordinate the School Counseling Program
<b>Major Duties:</b>	Including but not limited to:

1. Oversees the course (s) related to the specialty of school counseling to be in compliance with CACREP requirements.
2. Oversees the advising of students specializing in school counseling.
3. Works in conjunction with the Director of the Counseling Program and the coordinator of internship in determining appropriate sites for the clinical placement and assisting students in such placements.
4. Develops relationship with community schools and site supervisors for School Counseling.
5. Meets with Director of the Counseling Program to provide periodic feedback and review.

## Coordinator of Undergraduate Behavioral Sciences

- Reports to:** Department Chair of Counseling and Behavioral Sciences
- Supervises:** Curricular area of undergraduate behavioral sciences
- Basic Function:** Under the framework of College policies and procedures, assist the Department Chair in administering the academic affairs in the discipline.
- Major Duties:**
- Within the Discipline
1. Assist in searches, hiring, mentoring for full and part-time faculty.
  2. Recommend reappointment of faculty.
  3. Assist in resolving conflicts among peers and student complaints.
  4. Coordinate implementation of assessment plan.
  5. Coordinate program reviews.
  6. Facilitate curricular discussion among members of the discipline.
  7. Assist in coordinating the scheduling of courses each semester and submit course schedule to the Department Chair.
  8. Review and revise catalog copy.
  9. Confirm completion of graduation requirements for students in coordination with the Department Chair.
  10. Handle day-to-day operations of the undergraduate behavioral sciences department.
- Within the College
1. Work with other academic areas on interdisciplinary curricular issues.
  2. Work with the Department Chair on the General Education and Development issues.
- Outside the College
1. Provide information directly or indirectly through staff for outside requests.
  2. Respond to surveys.
  3. Serve as liaison with state agencies, organizations, where appropriate.

## Coordinator of Undergraduate Education

- Reports to:** Department Chair of Education
- Supervises:** Curricular area for all Undergraduate Education programs: Bachelor of Science in Elementary Education, Alternative Certification in Education Elementary Grades 1-5 and Secondary Grades 7-12 in Biology, Business, Chemistry, English, Family and Consumer Science, French, General Science, Mathematics, Physics, Spanish, and Speech.
- Basic Function:** Under the framework of College policies and procedures, advises the Department Chair of Education in regards to issues of the Undergraduate Education programs
- Major Duties:**
- Within the Undergraduate Education Programs
1. Coordinate the writing of the ACEI SPA report.
  2. Coordinate implementation of the assessment plan specifically those assessments that comprise the ACEI report.
  3. Coordinate TaskStream assessments and postings.
  4. Coordinate program stages for undergraduate and alternative assessment candidates in education.
  5. Facilitate curricular discussion.
  6. Review and revise catalog descriptions.
  7. Coordinate application processes.
  8. Advise candidates.
  9. Confirm completion of graduation requirements for candidates in coordination with the Department Chair.
- Within the College
1. Work with other academic areas on interdisciplinary curricular issues.
- Outside the College
1. Provide information directly or indirectly through staff for outside requests.
  2. Respond to surveys
  3. Serve as liaison with state agencies, organizations, where appropriate (ACEI, LAATE, etc)
  4. Serve on the Retention Committee in disciplinary action related to College candidates enrolled in the Education program(s).

## Department Chairs

**Reports to:** Associate Dean of the Division

**Supervises:** Academic Program Coordinator(s) and Faculty assigned to the department

**Basic Function:** Under the framework of College policies and procedures, administer the academic affairs of the department

**Major Duties:** Administrative

1. Administer searches for full and part-time faculty.
2. Evaluate and recommend reappointment of full and part-time faculty.
3. Resolve conflicts among peers and student complaints.
4. Provide orientation and mentoring for new faculty members.
5. Coordinate scheduling of courses and work with Offices of Registrar and Academic Affairs to finalize course schedule each semester.
6. Review and revise catalog copy.
7. Confirm completion of graduation requirements for students in coordination with discipline coordinator, Director of Academic Advising, and the Registrar.
8. Manage the budget.
9. Serve as the primary contact for the Department with other administrative units of the College.
10. Perform other activities as requested by the Associate Dean of the Division.

### Accreditation, Planning, Assessment

1. Update SACS requirements.
2. Provide oversight of the process for planning and assessment.
3. Implement the goals of the assessment plan
4. Oversee program reviews.
5. Collaborate with the Associate Dean of Liberal Arts and Sciences on the General Education program.
6. Facilitate a sense of intellectual community and shared vision.
7. Provide information directly or indirectly through staff for outside requests.
8. Respond to surveys.

9. Serve as liaison with state agencies, organizations, where appropriate.

Curriculum, Recruitment, Retention

1. Encourage and facilitate faculty development.
2. Facilitate curricular discussion among department members.
3. Serve as primary liaison between the Associate Dean and Academic Council for changes in curriculum.
4. Work with other Department Chairs on interdepartmental activities, curriculum.
5. Assist in the recruitment and retention of students.

## **Director of Academic Achievement**

**Reports to:** Associate Dean of Liberal Arts and Sciences

**Supervises:** No direct reports

**Basic Function:** Coordinate all areas of Academic Achievement

### **Major Duties:**

1. Coordinate and Evaluate the Developmental Program
  - a. Serve as the Liaison between the Developmental Program and the Chambers Counseling Center & Campus Ministries
  - b. Track and Monitor Developmental Program Participants
  - c. Collect data for Developmental Program
  - d. Communicate Program changes to instructors
  - e. Conduct research to help improve the Program
  - f. Implement improvements to the Program
  
2. Coordinate Placement and Proficiency Exams
  - a. Schedules and Administer Placement and Proficiency Exams
  - b. Report Placement Test Data to the Office of Enrollment Management and Student Development
  - c. Report Proficiency Test Data to the Office of Director of Advising
  - d. Advertise Proficiency Exam requirements to students on a regular basis
  
3. Coordinate and Evaluate the Tutoring Program
  - a. Track and Evaluate Tutoring Program Participants
  - b. Consult with Academic Chairs to Ensure Assignment of Tutors
  - c. Advertise Tutoring Services on a regular basis
  - d. Collect data on Tutoring Program
  - e. Communicate program changes to tutors
  - f. Conduct research to help improve the Program
  - g. Implement improvements to the Program
  
4. Coordinate Summer Bridge and Gate Programs
5. Coordinate Quality Enhancement Plan (QEP)
  - a. Coordinate all QEP meetings
  - b. Conduct research
  - c. Coordinate writing of the QEP narrative

- d. Participate in the writing and editing of the QEP
- e. Implement program changes derived from the QEP
- f. Communicate progress of QEP to Academic VP

6. Other Duties as Assigned

## **Director of Academic Advising**

- Reports to:** Vice President for Academic Affairs
- Supervises:** No direct reports
- Basic Function:** Administers the academic advising functions within the Academic Affairs Unit.

### **Major Duties:**

1. Plan, coordinate and evaluate all aspects of core and major academic advising.
2. Conduct ongoing evaluation of the advising process.
3. Assist academic advisors with setting up advising procedures and with assessing and maintaining current advising materials.
4. Collaborate with the Deans in areas of academic and personal development of students.
5. Evaluate transcripts of transfer students, notifying the Deans and the Registrar of courses accepted for transfer credits.
6. Confer with the Deans regarding course substitutions.
7. Coordinate advisement of students with the Director of Support for Academic Success.
8. Work collaboratively with the Office of Enrollment Services for orientation and registration events.
9. Assist the Registrar in developing transfer policy guides for local colleges and universities.
10. Assist the Unit in the academic functions of the College.
11. Perform computer data entry for registration, add/drop and other activities.
12. Perform computer data entry for changes in student records (name, address and telephone numbers).
13. Develop class schedules in concert with the academic divisions.
14. Assist in publishing course schedules and catalogs.
15. Prepare transcripts for students.
16. Serve on various standing committees.

## **Director of Admissions and Financial Aid**

**Reports to:** Vice President for Enrollment Management and Student Development

**Supervises:** Coordinator of Admissions and Enrollment Counselors

**Basic Function:** Direct all aspects of Admissions and Financial Aid

**Major Duties:**

1. Supervise Enrollment Counselors
2. Supervise Admissions Data Entry Clerk
3. Oversee system for delivery and return of loans. Responsible for disbursing and returning loan funds.
4. Oversee Admissions & Financial Aid section of the OLHCC website.
5. Oversee and update Powerfaids system, including all communication tracking.
6. Oversee Powercampus system, including all communication tracking.
7. Ensure communications to prospective and current students are being completed in a timely fashion.
8. Oversee electronic award letter.
9. Provide students with a seamless delivery of admissions and financial aid services.
10. Serve as liaison to the Bursar and Registrar's office.
11. Serve as liaison to the Director of Advising regarding transfer guides, & admissions files.
12. Handle origination and disbursement of Pell and SEOG funds
13. Handle origination and disbursement of TOPS funds
14. Oversee Return to Title IV funds.
15. Training of staff for occupational and professional development
16. Oversee Enrollment Services Federal College Work Study Students.
17. Handle Federal College Work Study Program
18. Serve as liaison to the Scholarship Committee to assure a seamless, computerized scholarship award process.
19. Oversee FISAP process
20. Monitor compliance with all aspects of federal, state and institutional guidelines/regulations
21. Handle Parm Roll (once a year to activate new award year)
22. Handle award budgets (once a year immediately after Parm Roll)
23. Handle Admissions & Financial Aid budget
24. Respond to surveys as needed
25. Update the Program Participation Agreement (PPA) as needed
26. Oversee the Financial Aid and Admissions Policies and Procedures manuals

27. Oversee/provide financial aid presentations at Orientation, College Fairs & Visitation days
28. Handle the Satisfactory Academic Process (SAP) (once a year at the end of spring)
29. Oversee professional judgment (PJ) requests
30. Serve on assigned College committees
31. Oversee financial aid portion of internal audits/outside audits
32. Work as a Liaison to Security to ensure the Campus Safety report is published yearly
33. Work as a Liaison to the Director of Student Life to ensure Constitution Day is observed yearly
34. Attend Conferences and Workshops put on by ED, State, Regional, National Associations and Vendors for training and networking
35. Other duties assigned

## **Director of Alumni and Parent Relations**

**Reports to:** Vice President for External Affairs and Institutional Effectiveness

**Supervises:** No direct reports

**Basic Function:** Leads, manages, and directs the Alumni and Parent Relations programs of the College as it seeks to involve and engage alumni and the parents of current and former students in the life of the College. The director also will support the growth of annual contributions to the institution by developing, implementing, and maintaining annual giving programs that cultivate, solicit, and steward gifts from alumni, friends, faculty, staff, parents and event attendees. The director will additionally provide written reports about specific donors and a prospect, containing an analysis of information gathered from public sources, including strategies for prospect identification, and collaborates to develop donor prospect reports appropriate to College needs.

### **Major Duties:**

1. Through a wide variety of programming, volunteer opportunities, and communications, will build strong ties among alumni, parents, and the College.
2. As a member of the College's External Affairs team, the director will work closely with the development, advancement services and communications areas as well as with virtually all members of the College community including faculty, staff, and administration.
3. Continuing to build events and activities that will increase the participation and support of alumni and parents
4. Introducing current students to the opportunities afforded them as alumni of the College
5. Enhancing career networking, affinity group, and admissions programming; and identifying other potential vehicles and activities for the engagement of alumni and parents.
6. The director will work closely with the Alumni Board as it seeks to build an active volunteer structure to better involve and engage members of the alumni body.
7. Contributes to the expansion of the College's on-line community and works closely with colleagues in the External Affairs office and the Information Technology office to enhance connections among alumni and parents and the College.
8. Coordinates the Alumni Annual Giving Drive and the Parents Annual Giving Drive, including telethons

9. Develops and maintain the program for stewardship and recognition of Annual Fund donors
10. Support alumni communications in the annual Donor Recognition list production
11. Work with graduate students on class gift programs
12. Develop and manage a new parent program through direct mail, phone-a-thons, electronic correspondence and suggestions on personal visits
13. Work with the alumni communications, in conjunction with the IT web team, to maintain and update the Alumni and Parents web pages
14. Perform data entry and simple reporting from the development database
15. Assume primary responsibility for meeting the prospect identification and research needs of External Affairs staff, enabling them to meet fundraising goals.
16. Regularly collaborate with External Affairs staff to develop prospect identification, cultivation, solicitation, and overall fundraising strategies.
17. Consult with External Affairs staff to determine feasibility of research requests and special projects.
18. Advise External Affairs staff about new prospect possibilities as appropriate or requested.
19. Use both standard and novel prospect research techniques and tools to identify new prospects and complete donor background requests, including periodical and electronic screening and/or information provided by the prospect or his/her organization.
20. Create profile reports tailored to needs of individual development programs.
21. Maintain policies and procedures for the prospect research program.
22. Review local and national news and business publications, keeping abreast of prospect information and local and regional business developments and economic trends.
23. Send articles to External Affairs staff as appropriate.
24. Maintain and develop professional relationships with local prospect researchers, as well as national and local associations.
25. Manage research information services and negotiates annual contracts.
26. Utilize central External Affairs database to track/store profile data.
27. Safeguard the confidentiality of donor information at all times.
28. Adhere to ethical and confidentiality guidelines.
29. Maintain the professional and ethical standards set forth for the field by the Association of Professional Researchers for Advancement (APRA).
30. Perform other responsibilities as required.

## **Director of Campus Security**

**Reports to:** Vice President of Enrollment Management and Student Development

**Supervises:** Security Personnel

**Basic Function:** To be visible, protect the property of the College and of the students, and be alert for potential safety hazards.

- Major Duties:**
1. Patrol outside areas of the College including all parking areas.
  2. Monitor parking areas to ensure all vehicles are parked in the proper areas.
  3. Ensures that all outside doors properly when the last student has left the campus.
  4. Patrol both the first and second floors of the facility.
  5. Ensure that all doors to offices are locked.
  6. Ensure that all windows are closed and all lights are turned off in all classrooms.
  7. Check the identification of individuals on campus after all students have departed.
  8. Issue citations for violations of parking regulations.
  9. Assist in education of students regarding safety procedures.
  10. Assist college staff in any instance of emergency.
  11. Write policy on safety and security for the College.
  12. Provide staff, faculty and student body with a yearly security report
  13. Provide security for all events on campus
  14. Train all security personnel
  15. Participate as a member of the Operations and Safety Committee
  16. Issue parking permits to students
  17. Ensure that the patrol vehicle is maintained quarterly
  18. Make sure that the alarm, fire and surveillance systems are working properly

## Director of the Library

**Reports to:** Vice President and Dean for Academic Affairs

**Supervises:** Professional librarians, paraprofessionals, support staff, and Student workers

**Basic Function:** To serve as the administrator for Library Services

### Major Duties:

1. Consult with college administrators concerning library acquisitions and services
2. Prepare in consultation with the librarians the annual budget of expenditures and submit it to the Vice President and Dean for Academic Affairs
3. Administer the budget as approved
4. Schedule Library personnel and work-study students; submit time records
5. Conduct ongoing staff evaluations
6. Maintain audiovisual hardware
7. Assist in coordinating the computer-related activities and networking of the Library
8. Maintain circulation records and send overdue notices
9. Administer LALINC reciprocal borrowing program
10. Prepare statistics and compile annual reports
11. Conduct user surveys and evaluate results
12. Research and plan for innovations
13. Submit library grants and file reports
14. Function as the chairperson of the Library Services Committee and of regular staff meetings; submit minutes to the Vice President and Dean for Academic Affairs
15. Serve on assigned College committees and voluntary ad-hoc committees
16. Represent library personnel at required meetings
17. Answer reference questions and assist patrons with research
18. Provide bibliographic instruction as scheduled
19. Assist at circulation desk
20. Encourage and work with faculty to include information literacy assignments in courses
21. Provide faculty with specific resource lists as requested
22. Interact with faculty, staff, and administration informally as well as formally to discover user needs and encourage library use
23. Assist in preparation of library programs, displays, and announcements that promote library services and resources
24. Compile and proofread Library documents
25. Contribute to SACS and other accreditation preparation
26. Hold professional memberships and liaison with professional associates
27. Participate in Web casts, seminars, conferences, and other professional development activities

28. Keep abreast of changes to Library and College software, program applications and hardware
29. Attend college-sponsored events
30. Support student organizations and events
31. Coordinate activities of the Friends of the Library
32. Perform other duties as needed

## Director of Student Life

**Reports to:** Vice President for Enrollment Management and Student Development

**Supervises:** No direct reports

**Basic Function:** This position is responsible for development, supervision, planning, and assessment of all aspects of a comprehensive student and campus life program.

### Major Duties:

1. Oversee all student organizations including ensuring proper advising, programming, budgeting, etc.
2. Conduct campus wide student development programming.
3. Moderate the Student Government Association.
4. Moderate the Student Orientation Team in partnership with Coordinator of Recruitment.
5. Serve to coordinate and organize orientation.
6. Serve as judicial officer of the College.
7. Oversee Americans with Disabilities compliance for student related and requested accommodations.
8. Update and edit student handbook.
9. Implement and evaluate a program for Career Services.
10. Serve as liaison to the Counseling Center.
11. Serve as a liaison to the Campus Ministry Office. Work in partnership with Campus Minister to provide spiritual programming.
12. Serve as liaison to the Alumni & Parent Relations Office. Work in partnership with this office to provide networking opportunities and programming.
13. Other duties as assigned.
14. Submit the Constitution and bylaws, current slate of officers and roster of members, minutes of meetings, financial report, calendar of events, and other documents to the Vice President for Enrollment Management and Student Development on an annual basis or as requested.
15. Manage and monitor appropriate budgetary line items associated with the functions and responsibilities of the Office of Student Life.
16. Keep organizations informed of policies and procedures which effect their operation and ensure compliance.
17. Work in cooperation with various offices on campus to develop and coordinate comprehensive campus activities program.
18. Assist students in the developmental, holistic growth associated with co-curricular activities.

19. Provide leadership development opportunities for students, and serve as advisor for the Student Government Association.
20. Create implement and asses orientation programs for targeted populations.
21. Maintain compliance with Americans with Disabilities Act. Communicate with students and faculty regarding the policy for requesting reasonable accommodations through ADA, and maintain records of such requests.
22. Enforce the Student Code of Conduct, and investigate violations of such conduct. Maintain records of violations, judicial hearings, and outcomes.

## Director of Technology Services

<b>Reports to:</b>	President
<b>Supervises:</b>	Senior Database Administrator, Web Services Coordinator, Campus Technology Technician. IT Help Desk Coordinator and Student Workers
<b>Basic Function:</b>	Supervise ITS Dept. technical operations. Maintain all aspects of OLHCC network maintenance/ infrastructure, implementation, and operation.

### Major Duties:

1. Supervise IT technical operations, technical staff, and any IT technical support issues.
2. Maintain the daily configuration of College servers. Implement and maintain overall network security and all policies and procedures therein. Oversee patch management, security fixes, and new release deployment as well as virus prevention for all software/systems. Implement and maintain the College's backup strategy.
3. Maintain Active Directory and Microsoft Exchange email systems; monitor all internal and external security concerns; supervise new account generation, old account deletion, access to data/ permission, password problems, and home directory assignment.
4. Specify, maintain, and implement network hardware/ infrastructure -- including wireless devices --as needed.
5. Assist IT staff as needed to troubleshoot, repair, and maintain all campus technology. Monitor Track-It! work order system and all support issues that require escalation from IT technicians. Delegate work orders to the appropriate IT technician(s).
6. Maintain proper licensing for all software used by the College.
7. Manage Cisco CallManager Telephony system and Cisco Unity voicemail system.
8. Manage IT portion of the OLHCC Disaster Recovery plan.
9. Perform any and all other tasks, duties, functions, and responsibilities assigned by the President.

## **Director of the Counseling and Training Center**

**Reports to:** Chair of the Department of Counseling and Behavioral Sciences

**Supervises:** Graduate Assistants in Counseling Center; interns and practicum students who are providing mental health counseling in the Center; Administrative Assistant in the Center

**Basic Functions:** Director of the Counseling and Training Center; on-site clinical supervisor of practicum and internship students in the Center

### **Major Duties:**

#### **Supervising**

1. Provides on-site supervision for interns and practicum students in the Counseling and Training Center
2. Oversees interns/practicum students in conducting in-take sessions
3. Assigns clients to interns/practicum students
4. Reviews client charts and interns/practicum students clinical notes

#### **Consulting**

1. Consults with Chair of Counseling and Behavioral Sciences
2. Consults with faculty, staff, and students at Our Lady of Holy Cross College
3. Mental Health professionals in community

#### **Coordinating**

1. Serve as a liaison to College faculty for referrals of students to the Counseling and Training Center
2. Coordinates programs and referrals with the Director of Student Life
3. Serves as a liaison to other community agencies and schools in obtaining referrals for the Counseling and Training Center
4. Provides opportunities and experiences for interns and practicum students within the Counseling and Training Center
5. Coordinates the schedules of Graduate Assistants who are assigned to the Counseling and Training Center
6. Coordinates the schedules of interns/practicum students assigned to the Counseling and Training Center

#### **Administrative**

1. Supervises the maintenance of records, ordering supplies for Counseling and Training Center, ordering of assessment instruments, etc.

2. Maintains statistics for center usage
3. With the Director of Counseling, coordinates budget items for the Counseling and Training Center
4. Oversees the scheduling of appointments
5. Assigns clients to appropriate interns/practicum students
6. Develops informal presentations for students as topics present themselves
7. Plans and oversees class presentations on the various functions of the Counseling and Training Center
8. Plans and oversees tours of the Counseling and Training Center
9. Organizes and oversees the Resource Room

## **Division Associate Deans**

- Reports to:** Vice President and Dean for Academic Affairs
- Supervises:** Chairs, Faculty, Administrative Assistants assigned to the division
- Basic Function:** Under the framework of College policies and procedures, administer the academic affairs of the division
- Major Duties:**
1. Coordinate the planning and development of curricula, policies, and procedures to meet the current and long-range needs of the students.
  2. Interpret and implement the academic policies of the Division.
  3. Make recommendations and have responsibility for all matters of faculty status in the Division.
  4. Determine workload for the Division faculty in consultation with the Vice President and Dean for Academic Affairs.
  5. Provide for and participate in academic counseling of students.
  6. Assist in the general College activities as they pertain to interests external to the College proper.
  7. Assist in the preparation and administration of the Division budget.
  8. Represent the Division in consultation with administrators of the College.
  9. Promote competence and leadership within the faculty and the motivation necessary to achieve College, Division, and professional goals and objectives.
  10. Recruit, select, and recommend faculty to fill vacancies or approved positions.
  11. Coordinate grants and appoint grant project directors.
  12. Perform other activities as requested by the Vice President and Dean for Academic Affairs.

## **Engineer (Maintenance)**

**Reports to:** Facilities Manager

**Supervises:** No direct reports

**Basic Functions:** Maintain all Plant Operations

**Major Duties:**

1. Walk thru boiler room first thing in the morning, to inspect for any equipment problems.
2. Make daily rounds thru out the College, take notes for any maintenance problems and report to manager.
3. Take readings of the equipment in boiler room and log it.
4. Work on daily maintenance work orders as directed by manager
5. Work on PM's as time permits.
6. Work on different College projects, coordinating with manager.

## **Enrollment Services Counselor**

- Reports to:** Director or Admissions and Financial Aid
- Supervises:** No direct reports
- Basic Function:** Counsel Students on issues with regard to admissions, financial aid and scholarships
- Major Duties:**
1. Answer telephone calls.
  2. Counsel students and prospective students on financial aid process and the admissions process.
  3. Evaluate aid eligibility.
  4. Verify student paperwork.
  5. Develop award packages for eligible students.
  6. Communicate with students and prospective students regarding their admission and financial aid status.
  7. Make corrections to SARs and send them to the Department of Education.
  8. Communicate with loan agencies and collection agencies.
  9. Certify Title IV aid and signature loans.
  10. Perform due diligence for delinquent loans.
  11. Perform professional judgment for students when deemed necessary.
  12. Provide programs for financial aid to current and prospective students.
  13. Participate in orientation, registration and graduation activities.
  14. Perform unofficial transcript evaluations.
  15. Provide tours of campus.
  16. Provide team support to all other members of enrollment services.
  17. Serve in a public relations role for events.
  18. Integrate efforts working in conjunction with all other appropriate offices of the institution.
  19. Serve on committees as assigned.
  20. Other duties as assigned.

## **Executive Administrative Assistant to the Vice President and Dean for Academic Affairs**

**Reports to:** Vice President and Dean for Academic Affairs

**Supervises:** No direct reports

**Basic Function:** Assist the Vice President and Dean for Academic Affairs in the administration of the Academic Affairs Unit of the college.

- Major Duties:**
1. Serve as office liaison for the Vice President and Dean for Academic Affairs.
  2. Manage the Academic Affairs office (i.e., coordinate the training of new academic administrative assistants and student workers).
  3. Handle confidential correspondence and records.
  4. Manage the annual budget for the Academic Affairs unit.
  5. Serve as secretary to the faculty meetings. Prepares and distributes agendas, and records minutes of the meetings.
  6. Schedule appointments for individuals to meet with the Vice President and Dean and screens telephone calls.
  7. Coordinate travel plans for the Vice President and Dean for Academic Affairs.
  8. Schedule the use of the Academic Affairs conference room.
  9. Assist in training personnel for the implementation of computer applications required in the office of Academic Affairs.
  10. Assist in arranging faculty interviews.  
Facilitate candidate interviews for Academic Affairs.
  11. Attend conferences, workshops, and seminars as recommended by the Vice President and Dean for Academic Affairs.
  12. Compile and file semester class sign-in rosters, faculty credential materials, semester syllabi, reports, directory information, and other materials requested by the Vice President and Dean for Academic Affairs.
  13. Assist the registrar in preparations for graduation, graduation fair, faculty recruitment activities, student open house, Honors Convocation, and other activities as needed.
  14. Assist Academic Affairs office personnel and the individual departments with accreditation preparation.
  15. Perform other duties as assigned by the Vice President and Dean for Academic Affairs.

## **Executive Assistant to the President**

- Reports to:** President
- Supervises:** Work study students
- Basic Function:** Assist the President in the office administration
- Major Duties:**
1. Manage President's calendar, handles travel arrangements, and facilitates correspondence, both verbal and written.
  2. Maintain calendar for Leocadie Gascoin Board Room.
  3. Coordinate various Board of Regents projects and events.
  4. Act as liaison between President and his Cabinet.
  5. Act as recording secretary for Board of Regents meetings.
  6. Act as recording secretary for meetings of the Finance Committee of the Board.
  7. Coordinate agenda and take minutes for weekly President's Cabinet meeting.
  8. Review and proofread all documents needing President's approval.
  9. Compose correspondence for President's signature.
  10. Research and/or draft information as requested by the President.
  11. Assure discreet and confidential handling of all business matters.
  12. Participate in administrative meetings as requested by the President.
  13. Work with the Special Events Coordinator in planning special events for the College as it pertains to the Office of the President.
  14. Maintain an accurate filing system as established in the President's Office.
  15. Perform other duties as assigned.

## **Grounds keeping Service Worker**

**Reports to:** Facilities Manager

**Supervises:** No direct reports

**Basic Functions:** Grounds up keeping

- Major duties:**
1. Make trash rounds daily.
    - a. Grounds
    - b. parking lots
  2. Responsible of equipment maintenance
    - a. grease tractors
    - b. check tires for proper air level
    - c. Check oil
  3. Court yards cut and trim once a week
  4. Cut around the buildings: weed eat, trim and cut
  5. Trim trees around campus as need it.
  6. Spray weed killer as need it
  7. Responsible for getting fuel for Equipment.
  8. Responsible to notify Manager of any problems with equipment

## Human Resources Manager

**Reports To:** Vice President for Financial Management and Controller

**Supervises:** No direct reports

**Basic Function:** To provide analytical data on payroll expenses. Assure payment of Employee contracts and compliance with all employee benefit programs.

**Major Duties:**

1. Supervise the processing of bi-weekly payrolls for all full-time and part-time administration, faculty, and staff.
2. Deliver paychecks and pay vouchers to department heads for distribution to individuals.
3. Journalize all payroll and payroll related expenses.
4. Prepare all payables with regard to employee health, life, dental, pension, 125 cafeteria, and disability insurances.
5. Collect employee portion of insurance expense via paycheck.
6. Maintain all employee files and ensure compliance with federal and state regulations.
7. Maintain employee health and benefit files.
8. Monitor vacation and sick leave.
9. Maintain and ensure garnishment processing, employment verification, and levies as needed.
10. Ensure compliance with COBRA regulations
11. Respond to all requests for data from IPEDS, EEOC, and La. Department of Labor.
12. Maintain Human Resources Bulletin Board for required Employment postings as required by Federal and State Government.
13. Provide analytical data relating to payroll expense by classes taught.
14. Assist in hiring/termination of College employees
15. Preparing and processing all contracts for employees in College.
16. Maintain all faculty credential files.
17. Prepare and maintain employee benefits policies.
18. Assist in preparing and maintain employee handbooks.
19. Assist in budget preparation.
20. Field employee grievances
21. Coordinate and prepare LA BOR ATI report.
22. Assist in balancing for general ledger accounts.
23. Assist in preparation of Form 990.
24. Review posting of A/P checks and approve journal entries.
25. Perform other duties as assigned.

## **IT Helpdesk Coordinator**

**Reports to:** Director of Technology Services

**Supervises:** No direct reports

**Basic Functions:** Staffs IT Helpdesk and IT Helpdesk phone.

**Major Duties:**

1. Answer the Helpdesk phone (x106 or 398-2106)
2. Manage helpdesk workflow via TrackIT. Notify/dispatch appropriate IT personnel to assist the end user complaint/issue.
3. Amend and log Track IT tickets daily. Add resolution notes to tickets prior to closing.
4. Maintain communication with end user providing ETA and technician information as situation warrants.
5. Serve as a front-line technical liaison with OLHCC faculty, staff and students.
6. Maintain the cleanliness and preparedness of the IT Conference Room.
7. Maintain office supplies inventory and ordering for Building 1000.
8. Maintain paper and toner supplies and ordering for Academic Skills Center.
9. Any and all other tasks, duties, functions, or responsibilities that the Director requests.

## **Librarian – Acquisitions/Collections Development**

**Reports to:** Library Director

**Supervises:** No direct reports

**Basic Function:** Audiovisual Materials, Print and Electronic Books, Reference, Miscellaneous

### **Major Duties:**

1. In consultation with Library Director, prepare and administer budgets for books and audiovisual materials; maintain balanced budget; submit invoices to Accounts Payable
2. Report monetary allowances and order schedules to department chairs
3. Receive, review, and compile purchase suggestions and requests for books and audiovisual materials
4. Review and evaluate new book and audiovisual titles to determine suitability as to content, need, and cost; select jobber and order
5. Receive and process books and audiovisual materials; keep record of acquisitions
6. Create a catalog record and shelf list card for each item  
Add MARC records for electronic books to the Library catalog
7. Receive donated books and audiovisual materials; process or give to another organization
8. Inventory book and audiovisual collections regularly; review and revise the collection development policies for books and audiovisual materials as needed
9. Withdraw outdated or damaged books and audiovisual materials from the collection and the electronic catalog; keep record of withdrawals
10. Oversee organization, placement, and physical maintenance of books and audiovisuals
11. Pull and prepare books for bindery
12. Prepare statistics for books and audiovisual materials; compile annual reports
13. Compile a list of new book and audiovisual acquisitions
14. Maintain contact with consortium and electronic book vendors
15. Keep abreast of electronic book interface and URL changes
16. Participate in electronic book collections trials
17. Answer reference questions and assist patrons with research
18. Provide bibliographic instruction as scheduled
19. Assist at circulation desk
20. Encourage and work with faculty to include information literacy assignments in courses
21. Provide faculty with specific resource lists as requested
22. Interact with faculty, staff, and administration informally as well as formally to discover user needs and encourage library use
23. Assist in preparation of library programs, displays, and announcements that promote library services and resources

24. Compile and proofread Library documents
25. Contribute to SACS and other accreditation preparation
26. Serve on assigned College committees and on voluntary ad-hoc committees
27. Participate in webcasts, seminars, conferences, and other professional development activities
28. Hold professional memberships and liaison with professional associates
29. Keep abreast of changes to Library and College software, program applications, and hardware
30. Attend college-sponsored events
31. Support student organizations and events
32. Support and attend events of the Friends of the Library
33. Perform other duties as needed

## **Librarian - Paraprofessional**

**Reports to:** Library Director

**Supervises:** No direct reports

**Basic Function:** To assist Government Documents librarian and Director of Library Services

### **Major Duties:**

1. Assist in inventory and processing of government documents
2. Assist in preparation of government document statistics
3. Assist with organization, placement, and physical maintenance of archives collections
4. Assist with organization, placement, and physical maintenance of government documents collection
5. Collect and distribute mail
6. Process Library User Survey
7. Print and mail overdue notices; follow-up phone calls when necessary
8. Contribute to SACS and other accreditation preparation
9. Answer reference questions and assist patrons with research
10. Perform other duties as needed

## **Librarian – Reference/Government Documents**

**Reports to:** Library Director

**Supervises:** No direct reports

**Basic Function:** Government Documents, Reference, Miscellaneous

### **Major Duties:**

1. Review and evaluate new government document titles to determine suitability as to content and need; select format and order
2. Receive and review purchase suggestions and requests for government publications
3. Receive and process government documents; keep record of acquisitions
4. Claim missing government documents
5. Add Marcive records to the Library catalog
6. Oversee organization, placement, and physical maintenance of the government documents collection
7. Maintain government document circulation records  
Inventory government document collection regularly; review and revise the government documents collection policy as needed
8. Withdraw superseded government documents from the collection and the electronic catalog according to the depository guidelines; keep record of withdrawals
9. Create a Needs-Offer List of government documents for other libraries and Bayou Doc
10. Pull and prepare government documents for bindery
11. Prepare government documents statistics; compile annual reports
12. Coordinate Federal Depository Program activities and act as liaison with Superintendent of Documents and Regional Library
13. Train library personnel in providing government resources to patrons
14. Promote use of government documents and provide opportunities for continuing education and training
15. Answer reference questions and assist patrons with research
16. Provide bibliographic instruction as scheduled
17. Assist at circulation desk
18. Encourage and work with faculty to include information literacy assignments in courses
19. Provide faculty with specific resource lists as requested
20. Interact with faculty, staff, and administration informally as well as formally to discover user needs and encourage library use
21. Assist in preparation of library programs, displays, and announcements that promote library services and resources
22. Compile and proofread Library documents
23. Contribute to SACS and other accreditation preparation

24. Serve on assigned College committees and on voluntary ad-hoc committees
25. Keep abreast of changes to Library and College software, program applications, and hardware
26. Participate in webcasts, seminars, conferences, and other professional development activities
27. Hold professional memberships and liaison with professional associates
28. Attend college-sponsored events
29. Support student organizations and events
30. Support and attend events of the Friends of the Library
31. Perform other duties as needed

## Librarian – Serials/Interlibrary Loan

**Reports to:** Library Director

**Supervises:** No direct reports

**Basic Function:** Serials, Electronic Databases, Interlibrary Loan, Library Technology, Reference, Miscellaneous

### Major Duties:

1. In consultation with Library Director, prepare and administer budgets for serials, electronic databases, and bindery; maintain balanced budget; submit invoices to Accounts Payable
2. Receive and review purchase suggestions and requests for serials and electronic database
3. Review and evaluate new serial titles and electronic databases to determine suitability as to content, need, and cost; select format and order
4. Create catalog records for serials
5. Receive and process new serials; keep record of acquisitions and format changes
6. Claim missing serials
7. Receive donated serials: process or discard
8. Inventory serials collection regularly; review and revise serials collection development policy as needed
9. Withdraw outdated or damaged materials from collection and electronic catalog; keep record of withdrawals
10. Oversee organization, placement, and physical maintenance of serials
11. Update serials holdings lists and electronic databases list on Web site and in resource packets
12. Pull and prepare materials for bindery
13. Prepare statistics for serials, electronic databases, interlibrary loans, and bindery; compile annual reports
14. Maintain contact with consortium and serials and electronic database vendors
15. Keep abreast of electronic database interface and URL changes
16. Participate in electronic database trials
17. Receive and process interlibrary loan borrowing and lending requests
18. Receive, return, and send interlibrary loan items; communicate library closings to courier service
19. Maintain list of requested titles for purposes of copyright compliance and possible purchase; maintain file of requested materials (borrowers' names removed) for three years as per copyright compliance guidelines
20. Keep abreast of changes to interlibrary loan software and programs
21. Work with Information Technology Services (ITS) to maintain Library computer hardware and software; send Track-its to ITS and do follow-up; work with vendor support

22. Perform routine start-of-semester check-up of hardware and Web site; do minor hardware and software changes as per instructions from ITS; Assist Library personnel with technology problems
23. Keep abreast of changes to Library and College software, program applications, and hardware
24. Review Library Web pages for content; send changes and corrections to webmaster
25. Answer reference questions and assist patrons with research
26. Provide bibliographic instruction as scheduled
27. Assist at circulation desk
28. Encourage and work with faculty to include information literacy assignments in courses
29. Provide faculty with specific resource lists as requested
30. Interact with faculty, staff, and administration informally as well as formally to discover user needs and encourage library use
31. Assist in preparation of library programs, displays, and announcements that promote library services and resources
32. Compile and proofread Library documents
33. Contribute to SACS and other accreditation preparation
34. Serve on assigned College committees and on voluntary ad-hoc committees; represent Library on Technology Committee
35. Participate in webcasts, seminars, conferences, and other professional development activities
36. Hold professional memberships and liaison with professional associates
37. Attend college-sponsored events
38. Support student organizations and events
39. Support and attend events of the Friends of the Library
40. Perform other duties as needed

## **Maintenance Manager**

- Reports to:** President
- Supervises:** Engineers, Cleaning Service Workers, and Grounds keepers
- Basic Function:** To facilitate all areas of maintenance for the college
- Major Duties:**
- Maintenance**
    1. Maintain and oversee all plant operations
    2. Direct Shift Engineers
    3. Work on daily maintenance calls and work to complete weekly projects.
  - Grounds**
    4. Responsible for maintaining grounds
    5. Overseeing grounds equipment
  - Housekeeping**
    6. Maintain College on high cleaning standards
    7. Direct personal

## President

**Appointed by and Reports to:**

Board of Regents

**Supervises:**

Vice President and Dean for Academic Affairs, Vice President for Financial Management and Controller, Vice President for External Affairs and Institutional Effectiveness, Vice President for Enrollment Management and Student Development, Vice President for Community and Corporate Educational Initiatives, Associate to the President for Administration and Ministry, and Associate to the President for Policy and Planning Development, Executive Administrative Assistant to the President.

**Basic Function:**

Serves as the Chief Executive Officer of the College with the authority to direct and implement all programs and policies relating to corporate and academic affairs, administration, financial matters, development, and planning.

**Major Duties:**

1. Serves as an ex-officio member of the Board of Regents.
2. Assures that the College functions at all times in a manner consistent with its mission, and with the rules and regulations of the Roman Catholic Church.
3. Serves as the legal representative of the College and, when authorized by the Board of Regents, make, execute, and deliver contracts, deeds, and other instruments demanded for the legal operation of the College.
4. Confers all degrees.
5. Appoints faculty, sets rank, responsibilities, and salary, and when necessary, authorizes dismissal in accordance with policy.
6. Appoints and oversees members of the staff, defines responsibilities and salary, and when necessary, authorizes dismissal in accordance with policy.
7. Submits to the Board an annual budget in cooperation with the Vice President for Financial Management and Controller before the April meeting of the Board of Regents.
8. Presides over official meetings of the College, i.e., the President's Cabinet, commencement, and other ceremonial occasions.
10. Approves all administrative and management policies.
11. Ensures that historical documents are preserved and maintained.
12. Assists in the raising of funds for the support of the College and the endowment fund.

13. Actively participates in and serves as a liaison to the civic and larger community.
14. Represents the College to the community at large.
15. Prepares each fiscal year a comprehensive report on the status and operation of the College, submitting it to the Board of Regents and the College Corporation. Provides the public sector a summary of the report.
16. Fosters amity and unity of purpose among members of the faculty, staff, administration, the alumnae/alumni, and the College constituency.

## **Receptionist**

**Reports to:** Human Resources Manager

**Supervises:** Student Workers

**Basic Function:** Operate college switchboard, fill supply requests, and supervise the mailroom.

**Major Duties:**

1. Answer telephone at the main switchboard.
2. Make all copies as requested by faculty and/or staff.
3. Receive and fill supply requests.
4. Record and tabulate monthly expenditures for each department.
5. Distribute monthly charges to each department head.
6. Replenish supplies as needed.
7. Dispersal of all incoming mail.
8. Meter all outgoing mail.
9. Perform other duties as assigned by the Accountant.

## **Registrar**

**Reports to:** Vice President and Dean for Academic Affairs

**Supervises:** Registrar's Office Manager

**Basic Function:** Organize and maintain all student academic records in accordance with the Family Educational Rights and Privacy Act of 1974 as amended (Buckley Amendment).

- Major Duties:**
1. Prepare and maintain files for all students (current, graduates, inactive, and continuing education students).
  2. Prepare transcripts for students.
  3. Perform computer data entry for registration, add/drop, and other activities.
  4. Prepare deferment papers for students' lenders and verify attendance on lenders' printouts.
  5. Generate report cards and transcripts at the end of the semester.
  6. Perform computer data entry for changes in student records (address, name, and grade changes).
  7. Provide probation/suspension data and statistics.
  8. Provide statistics and materials for academic honors.
  9. Maintain National Teachers Test scores for Education Department; prepare and submit materials for teacher certification.
  10. Compile honors lists for publication.
  11. Accept graduate petitions and process them for diploma orders and conferral of degrees.
  12. Compile graduate lists; transfer graduates to alumni status.
  13. Perform other duties as requested by the Senior Vice President for Academic Affairs.

## **Registrars Office Manager**

**Reports to:** College Registrar

**Supervises:** Student Workers

**Basic Function:** Assist the College Registrar with all duties, assignments and responsibilities.

### **Major Duties:**

1. Satisfy all requests for student records, transcripts, registration information and academic records made by students, parents, employees of the College and other requestors within the guidelines outlined by FERPA..
2. Assist the Registrar in any and all assigned duties pertaining to the Commencement Mass, Commencement Exercises, Honors Convocation and any other special events.
3. Maintain and distribute graduation candidate lists and graduation packages; monitor and control graduation packages as they are reviewed outside of the Registrar's office; receive, inventory, control, and distribute diplomas.
4. Perform course registration, drop/add, and other administrative tasks using the College's Student Information System.
5. Perform data entry with confidentiality; distribute transcripts and provide full administrative services for such functions as deferments, student enrollment, registration inquiries, graduate information, and others.
6. Directly supervise students and other administrative workers in the Registrar's office and train and monitor workers' output for quality, accuracy, and courtesy.
7. Maintain and order inventory as necessary; i.e. all supplies, office furniture and forms used in the Registrar's office.
8. Maintain an accurate filing and retrieval system as established in the Office of the Registrar.
9. Perform other duties during special College activities, within and outside of the College work schedule, as directed by the Registrar.

### **Job Qualifications:**

1. Bachelors Degree Preferred
2. Excellent interpersonal skills
3. Demonstrate intermediate-level skill in MS Word to include: ability to process all types of correspondence, mailings, labels, table construction and manipulation, process layout and presentation. Merge like documents and files into single, seamless documents.
4. Demonstrate skill in MS Outlook to include: ability to send, receive, store and retrieve email. Use Contacts and Calendar to streamline Office operations, including point of contact for business operations and calendar reminders for

Registrar deadlines. Ability to use the Outlook features of Public Folders and Archive functions.

5. Demonstrate skill and adaptability in other computer skill sets, including ability to understand and use the College's Student Information System and other computer applications.

## **Senior Database Administrator**

- Reports to:** Director of Technology Services
- Supervises:** No direct reports
- Basic Function:** Responsible for all aspects of OLHCC's administrative, academic, reporting, and financial databases.
- Major Duties:**
1. Administer all SQL databases and SQL server.
  2. Coordinate upgrades and installs of PowerCampus, PowerFAIDS, Great Plains, ADP, Bb Envision, and XLReporter software.
  3. Support end-users on PowerCampus, PowerFAIDS, Great Plains, ADP, Bb Envision, and XLReporter software.
  4. Assist Enrollment Services and Academic Records staff with official reporting to governmental institutions.
  5. Implement document imaging server databases and indexing; coordinate end-user scanning.
  6. Coordinate training and support for end-users related to PowerCampus and other SunGard applications.
  7. Serve as OLHCC liaison with SunGard when troubleshooting end-user application issues.
  8. Serve as a permanent member of the PowerCampus Users' Group (PCUG).
  9. Any and all other tasks, duties, functions, or responsibilities assigned by the Director of Technology Services.

## **Student Health Nurse (Part-time)**

- Reports To:** Vice President for Enrollment Management and Student Development
- Supervises:** No direct reports
- Basic Function:** To provide professional health care services and programs to the college community.
- Major Duties:**
1. Provide preventative and health maintenance education.
  2. Coordinate, plan, and supervise annual Health Fair
  3. Maintain health related brochures and literature for the College community.
  4. Treat all faculty, staff, and students for complaints of illness or minor injury (first aid).
  5. Conduct and record vital signs for constituents requiring medical services.
  6. Dispense and record any over-the-counter medication for minor treatments and complaints, such as fever, muscle aches, coughs, etc.
  7. Approve and file all student immunization records.
  8. Maintain the Office of Student Health Services brochure as needed.
  9. Plan health related/educational activities.
  10. Coordinate, plan, and supervise Annual Blood Drive.

## Vice President and Dean for Academic Affairs

**Reports to:** President

**Supervises:** Executive Administrative Assistant to the Vice President and Dean for Academic Affairs, Director of Academic Achievement, Division Associate Deans, Director of Academic Advising, and Registrar

**Basic Function:** Serve as the chief academic officer of the College, directing the academic affairs in accordance with the stated goals and philosophy, and be the official representative of the academic administration of the College.

### Major Duties:

1. Furnish the leadership for developing the immediate, intermediate, and long range educational objectives of the College; identify the means by which these objectives are to be achieved. In this role, work closely with the Academic Council, serving as chair.
2. Provide the leadership and coordinating force in developing the academic staff and operational units required to attain successfully the basic academic goals and objectives of the College; provide the leadership necessary to allow the College to achieve and maintain high quality educational programs.
3. Provide the impetus for the planning, implementation, and evaluation of future academic programs within the College. In this role, work closely with the Academic Council, serving as its chair.
4. Develop and recommend standards and policies governing faculty and instructional personnel, including qualifications for appointment, promotion, and contracts, leaves of absence, salaries; maintain complete academic personnel records, including information on research and scholarly activities.
5. Review in collaboration with the directors the educational offerings and activities of the various academic units in order to identify any unnecessary duplication of courses or programs, or courses no longer needed; approve changes in curricula; determine the existence of, and compliance with, adequate standards of examination; review the quality of instruction and academic counseling and guidance of students.
6. Schedule classes for each academic session, reviewing offerings with the deans.
7. Supervise the operations of the Learning Resources Center and ensure that its functions are in full support of academic activities.
8. Exercise general supervision and responsibility for faculty governance.
9. Consider applicants for faculty appointment or reappointment with the recommendation of the deans and approval of the President.
10. Review applications for federal grants of an academic nature and make recommendations to the President regarding their approval.
11. Receive for approval and submission to the President, budgets and expenditures proposed by those under the vice president's supervision.

12. Prepare an annual budget of expenditures for the operation of the vice president's office and submit it to the President for inclusion in the total budget.
13. Prepare an annual comprehensive report of each division under the supervision of the vice president.
14. Serve as a voting member of the Executive Council.
15. Make the final decision regarding salary negotiations after consultation with the deans.

## Vice President for Community and Corporate Development

**Reports to:** President

**Supervises:** No direct reports

**Basic Functions:** Oversee the growth and expansion of the College in the areas of continuing education, corporate relations/development, and future locations/campuses.

**Synopsis:** Promote innovative adult/continuing education and entrepreneurial corporate development, and the technology functions therein. Work closely with the development and academic offices to enhance and fulfill growth of the College and its future goals.

### Major Duties:

1. Serves on the President's Cabinet
2. Serve as chair of the ad hoc Information Technology Committee.
3. Assist the Vice President for External Affairs and Institutional Effectiveness in the identification and development of funding opportunities and partnerships, both internal and external, to support instructional and administrative technology services and College objectives.
4. Identify and develop corporate funding opportunities and partnerships. both internal and external, to support instructional and administrative services and objective of the College.
5. Provide the impetus for the design, planning, implementation, and evaluation of an adult/continuing education program within the College, including online education.
6. Provide the impetus for the feasibility, implementation, and evaluation of potential satellite campuses.
7. Investigate and develop military partnerships as a representative of the College, including Federal City in Algiers.
8. Work cooperatively with External Affairs, especially for the Annual Fund and Capital Campaign.
9. Serve as conduit and liaison for all areas of the College as total involvement is crucial for any growth and/or expansion plans.

## **Vice President for Enrollment Management and Student Development**

**Reports to:** President

**Supervises:** Director of Admissions and Financial Aid, Director of Student Life, Director of Campus Security, Coordinator of Recruitment, Food Service Manager, School Nurse, Bookstore Manager

**Basic Function:** Assist in the total development of students through the design and implementation of a comprehensive, need-based student affairs program and the implementation of a successful enrollment services model.

### **Major Duties:**

#### **Enrollment Services:**

1. Oversees all admissions activities
2. Implement Communications plan to prospective students.
3. Oversee the implementation of all on campus and off campus recruiting events.
4. Oversee the implementation of an enrollment services model.
5. Monitor record and forecast enrollment numbers on a semester by semester and yearly basis.
6. Ensure the institution has an entering class that is consistent with the mission and goals of the institution.
7. Supervise staff to ensure highest level of service.
8. Oversee staff to ensure that all Federal and State laws regarding financial aid are met.
9. Advocate for students for additional and better financial aid programs.
10. Oversee staff to ensure administration of a comprehensive financial aid program.
11. Oversee scholarship award allocation.
12. Coordinate with program chairs to achieve program enrollment goal.
13. Oversee all retention efforts at the institution.
14. Supervise the Director of Financial Aid and the Coordinators of Recruitment.

#### **Student Affairs:**

1. Oversee a comprehensive student affairs program in keeping with the Institutional mission and goals.

2. Explore, recognize and implement improvements to the campus environment to enhance the climate of learning.
3. Respond to crises involving students.
4. Provide corrective counseling.
5. Assist in the supervision of all college sponsored student activities.
6. Provide opportunities designed to enhance and promote an understanding and awareness of the issues of peace, justice, and human dignity.
7. Advocate for student needs on campus.
8. Supervise the Director of Student Life.

**Administrative:**

1. Allocate, manage, and monitor the division budget and the Activities and Services fund.
2. Provide for personal and professional staff development.
3. Act as liaison with the President and members of the President's cabinet.
4. Maintain involvement in professional organizations and an awareness of research, trends and technical advances.
5. Provide advice and counsel and perform other functions as assigned by the President.
6. Serve on appropriate committees, councils and boards.
7. Other duties as assigned.

## Vice President for Financial Management and Controller

**Reports to:** President

**Supervises:** Accounting Manager, Human Resource Manager, and Accountant

**Basic Function:** To plan, integrate, and control the financial resources of the College to assure in an orderly, systematic, and fiscally responsible manner the achievement of overall College goals and objectives.

**Major Duties:**

1. Prepare and coordinate with the Vice President for Academic Affairs the annual operating budget presentation to the President and then to the Board.
2. Assist the President and the Vice President for Academic Affairs in developing a long-range plan to assure that educational objectives are fully integrated with fiscal policy and the feasibility of both is fully discussed.
3. Provide adequate and appropriate budget reports to the administrators of the various units. Attend meetings deemed appropriate by the President.
4. Establish and maintain, within the resources available, an investment portfolio for the College.
5. Coordinate with the College's investment consultants regarding the performance of the endowed and unrestricted investments.
6. Establish various bank accounts and banking relations throughout the community in consultation with the President.
7. Develop external sources to assure the College short-term financing when necessary. Propose the Board of Regents with adequate investment alternatives for surplus College cash.
8. Consult with various government and private agencies regarding long term financing of any capital or expansion program approved by the College.
9. Report to government agencies, grant directors, or others as required relating to the fiscal interpretation of any grants.
10. Consult with the College's public auditors to ensure that records are maintained in accordance with generally accepted accounting principles.
11. Assume the responsibility for the proper function of College procurement, duplicating services, postal services, switchboard, general maintenance, janitorial services, and food operations.
12. Monitor and control all capital projects to ensure that they are consistent with the College master plan.
13. Secure the corporate assets and the continued stability of the College

- by evaluating and obtaining adequate casualty insurance.
14. Provide for the control and security of plant assets through appropriate procedures and methods.
  15. Provide for a continual check and internal evaluation of safety devices and procedures.
  16. Design and administer a salary and benefit structure that permits the College to recruit and retain employees necessary to accomplish its various goals and objectives.
  17. Recommend to the President policies concerning hours of work, overtime pay, sick leave, and other human resource matters for faculty, staff, and student workers for inclusion in the faculty and employee handbooks.
  18. Coordinate and develop College-wide fringe benefits.
  19. Develop and implement an internal audit function that encompasses operational compliance and financial audits.
  20. Supervise the preparation of the annual Information Return to the Internal Revenue Service.
  21. Supervise the annual financial statement and OMB Circular A-133 audits.
  22. Oversee the operation and maintenance of all campus facilities and vehicles.
  23. Maintain and implement the College Safety Contingency Plan.
  24. Perform any other duties as assigned by the President.

## **Vice President for External Affairs & Institutional Effectiveness**

**Reports to:** President

**Supervises:** Assistant Director of Development for Alumni & Parent Relations, Annual Giving, and Donor Research; Administrative Assistant; and other assigned staff

**Basic Function:** Supervise, coordinate, and facilitate College-wide external affairs, communications, and institutional effectiveness and serve as the chief advisor to the President of the College in these areas. Additionally, the Vice President is responsible for the organization, initiation, implementation, and coordination of policies and programs including, but not limited to, the areas of fund raising, public relations, marketing, and alumni affairs.

**Major Duties:**

1. Provide direction, support, and supervision to Assistant Director of Development for Alumni & Parent Relations, Annual Giving, and Donor Research; Administrative Assistant; and other assigned staff
2. Coordinate the preparation of and evaluate all the budgets necessary to fund the operations of the office and submit a budget to the President.
3. Administer the budget as approved by the Board of Regents.
4. Plan and coordinate the Institutional Advancement Committee of the College.
5. Other duties and assigned by the President.

**Development**

1. Qualify and cultivate prospective donors
2. Develop and propose strategies for solicitation of major gifts (in cooperation with appropriate personnel), including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
3. Develop and implement programs for staff professional development, process documentation and improvement, and progress tracking.
4. Work closely with other appropriate personnel to ensure effective coordination of effort with their programs and to reinforce the fundraising prospect relationship continuum.
5. Work closely with faculty and staff to promote the acquisition of gifts and grants.
6. Coordinate government relations for the College.
7. Prepare statement of planned activities and enlist support from members of college staff, student body, and volunteer organizations.
8. Plan and coordinate benefit events.

9. Organize fundraising campaigns with all appropriate College personnel
10. Organize Annual Fund solicitation drives and campaigns for pledges of ongoing support from individuals, corporations, and foundations.
11. Supervise and coordinate activities of employees engaged in maintaining records of contributions and in acknowledging these gifts.

### **Institutional Effectiveness**

1. Direct, manage, and implement a comprehensive Institutional Effectiveness program for the College
2. Monitor strategic plans and key performance indicators to see if the goals of the long-range plan are being achieved.
3. Develop, organize, maintain, analyze, and report specific data which are critical to the implementation and evaluation of the long-range plan and related strategic plans.
4. Assure that data are provided in a timely and meaningful format.
5. Work with academic department chairs and coordinators, and administrators in developing, maintaining, and conducting effective assessment activities.
6. Provide assistance to academic and administrative departments in conducting assessment activities.
7. In conjunction with appropriate personnel, conduct a variety of quantitative and qualitative assessment mechanisms to support campus-wide assessment.
8. Plan for and implement the assessment program:
9. Maintain current knowledge about assessment programs, activities, and mechanisms.
10. Prepare an annual report of the Office of Institutional Effectiveness.
11. Inform the campus community about important developments in assessment at the College and throughout higher education through a variety of channels.
12. Serve as a resource to ensure College data is used appropriately.

### **Marketing & Public Relations**

1. Develop and implement a marketing and communications strategy that effectively markets the College and educates the public in terms of issues and maximizes the College's enrollment and fundraising efforts.
2. Ensure all events are planned to capture the attention of the intended audience and the media.
3. Develop and implement communications and media strategies that successfully deliver information and key messages to the public.
4. Develop and maintain a strong and productive relationship with both print and electronic media. Ensures the College is understood by the media and the media are interested in presenting information to the public in a manner that informs and educates them about the College.
5. Direct market research activities in order to keep abreast of changing demographics and other relevant issues in order to evaluate marketing and communication activities and to monitor emerging issues.
6. Ensure the development of advertising and promotional plans and manages the annual advertising and promotional budget.

7. Manage the use of external resources as they pertain to the marketing and communications function (e.g. advertising agency, printers, etc.)
8. Keep abreast of all trends in the higher education industry.
9. Develop overall key message points to solidify the College's reputation in the media
10. Research and develop story ideas for external press through meetings with president, administrators, faculty, staff, students, and alumnae/alumni
11. Develop and maintain a wide list of media contacts
12. Write press releases and pitches stories to external press
13. Respond to incoming media calls by providing timely and accurate information
14. Attend College events and serves as liaison to the media
15. Develop faculty experts to respond to media
16. Is available to work with crisis team to prepare statements and field press calls when warranted
17. Keep current on programs and faculty/research/student initiatives at the College
18. Coordinate with Information Technology and all areas of the College regarding the College's web site

## Web Services Coordinator

**Reports to:** Director of Technology Services

**Supervises:** No direct reports

**Basic Function:** Responsible for all aspects of the OLHCC websites -- public and intranet. Directly support faculty with Blackboard academic course site function.

**Major Duties:**

1. Maintain and update all olhcc.edu web content.
2. Administer the IQWEB campus web portal, (online registration, etc.).
3. Administer all online class content (e.g. Blackboard course sites.)
4. Assist in the planning, coordination, and implementation of any online services necessary for SACS accreditation.
5. Assist the Sr. Database Administrator with any database duties as needed.
6. Maintain user accounts, unlock accounts, and reset or establish passwords as needed for both Active Directory and IQWEB.
7. Support all users on the OLHCC LAN/WAN on an as needed basis
8. Assist the Director on any projects or jobs as required.
9. Troubleshoot, repair, and maintain all campus computers through Track-It! and user interaction which may include hardware and/or software upgrades or installs as needed.
10. And all other tasks, duties, functions, or responsibilities designated by the Director of Technology Services.