

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Craig Campus Assistant

DEPARTMENT: Administration

REPORTS TO: Craig Campus Manager

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: 10/13/2023 Revision #: _____ Date: _____

SALARY: \$35,000.00 - \$40,000.00 / year

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

TRAVEL: Travel to and from our Rangely Campus and other locations maybe required

COLLEGE-WIDE X **CAMPUS:** RANGELY X CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success by preparing students for local and global citizenship, anticipating and responding to the needs of surrounding communities, and contributing to evolving regional economic developments. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, the National Park Service Academy and a Paleontology Plan of Study. We also offer great opportunities for students in our Automotive Technology, Cosmetology, Cybersecurity, Dental Hygiene, and Nursing programs. The college provides AA, AS, and AAS degree programs, along with certificate programs for students to have excellent choices for their career plans.

GENERAL SUMMARY:

Reporting to the Craig Campus Manager, this position will support staff within all Departments as needed. This position works collaboratively with all CNCC departments to ensure unquestionable service to the CNCC community.

This position is responsible for assisting the Craig Campus Manager, as well as various Departments, with a variety of tasks associated with the day-to-day operations of the CNCC Craig location. The Craig Campus Assistant will assist with processing student paperwork, room reservations for the Craig location, answering questions from internal and external customers, assisting with student tours as needed, event set-up/take-down, recruiting calls as needed, as well as taking minutes at a variety of meetings (including but not limited to the MCAJCD Board, Extended Cabinet, Advisory Council meetings, etc.). This position will be expected to work collaboratively across the college to ensure quality services that contribute to student recruitment, retention and success. This position may require limited travel within the service region, occasional in and out of state travel, and evening and weekend hours during peak times.

PRIMARY DUTIES:

Assist the Craig Campus Manager, and/or other Departments, with daily activities as needed. These activities will include, but not be limited to:

- Responsible for all Craig Campus location room reservations (internal and external customers).
- Event set-up and take-down (Commencement, convocation, honors, Nursing pinning etc.).
- Manage information central to the Craig location.
- Greet and assist visitors, students, faculty and staff.
- Assists with phone, e-mail, and other contacts with prospective students.
- Provides counsel and service to prospective students inquiring about admission to the college.
- Assisting with student tours and tours for external customers as needed.
- Taking minutes for a variety of meetings (Extended Cabinet, MCAJCD Board, Advisory Council, etc.).
- Data entry/processing paperwork.
- Assisting with Answering CNCC 800 Line.
- Demonstrates civility and professional, customer-service oriented behavior, worthy of emulation by other staff and students.
- Arrange conferences, meetings, and schedule rooms for community organizations as needed. Assist in resolving administrative issues, and trouble-shoot, refer or resolve issues.
- Prepare reports, develop charts/tables/illustrations, process billing/invoices, and file maintenance.
- Promote and adhere to the Mission of the College and employee handbook.
- Performs other duties as assigned.

Assist other Departments as needed with the following:

- Assisting with Campus Tours.
- Assisting with Orientation activities (including set-up and take-down).
- Provide back-up and support to other offices and Departments as needed.

ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:

1. **Education and Training:** High School Diploma or GED
2. **Prior Related Experience:** 3+ years' administrative and customer service
3. **Licensure/Certification:** Driver's License
4. **Equipment Skills:** Computer Skills, Data Entry skills, Multi-line phone
5. **Other Qualifications:**
 - Microsoft Office (Word, Excel, PowerPoint)
 - Outlook mail
 - Verbal and written communication skills
 - Excellent interpersonal skills both in person and on the phone with a positive and professional demeanor
 - Time management skills
 - Multi-tasking

PREFERRED QUALIFICATIONS:

1. **Education and Training:** Associate's degree
2. **Equipment/Software Skills:** BANNER, BDM

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume, and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cncc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cncc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cncc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

In an 4 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____