



*The Smart Choice!*

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

#### Why LCC?

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

#### Mission

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

#### Vision

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

#### Values

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

#### Benefit Overview

##### Insurance:

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

##### Retirement:

Employees participate in either the State Board Retirement Plan administered through TIAA-CREF or PERS Plan 3 administered through DRS. Both plans are matched by LCC. There are also two supplemental tax-deferred retirement plans you can elect to participate in: the State Board Voluntary Investment Program and the Washington State Deferred Compensation Program.

##### Other Benefits:

Vacation, Sick Leave, 5 Personal Holi-

# RUNNING START EDUCATION PLANNER

Classification:	Exempt from Civil Service, Full time, twelve (12) month
Salary:	\$47,476
Reports to:	Director of Student Programs
Department:	Student Programs
Closing Date:	Open until filled; priority review begins July 26

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

#### Description of Position

This position is responsible for assisting students in becoming Running Start students, assisting students in developing meaningful career goals by providing academic planning assistance, coordinating high school outreach functions, and marketing and promoting college programs related to the Running Start Program. This position will serve as the liaison between area high schools and the College.

#### Duties & Responsibilities

The successful candidate will have the following responsibilities:

- Assist students in the educational planning process of understanding the college culture, expectations, degree requirements, and quarterly schedule development
- Advise students of degree requirements for professional/technical and transfer programs
- Maintain working knowledge of college admissions requirements, financial aid policies, and academic and professional/technical requirements
- Monitor the academic progress and performance of a case load of Running Start students
- Process all enrollments and schedule changes (add/drops) for Running Start students
- Assist in preparation and distribution of accurate monthly enrollment reports to school districts
- Provide high school outreach efforts that may include high school visits and presentations, student/parent information nights, and Running Start informational orientations meetings
- Serve as a liaison between area high schools and the College for the Running Start Program
- Develop, maintain, and update informational brochures, handouts, and letters, coordinate appropriate mailings
- Schedule, administer, and monitor testing activities
- Prepare statistical reports for the Running Start Program
- Communicate needs of the Running Start population to LCC administration and

days and 10 Paid Holidays per year,  
Tuition Waiver.

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

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

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

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

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

faculty

- Other duties as assigned

### **Minimum Qualifications**

- Bachelor's Degree and experience working with student populations or an equivalent combination of education and experience
- Demonstrable experience with issues of equity and inclusiveness when working with a variety of populations
- Proficiency using MS Office Suite
- Excellent public presentation and customer service skills
- Strong organizational skills
- Excellent communication and interpersonal skills
- Ability to be self-directed and work independently
- Detail oriented

### **Application Procedure**

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

A complete application packet includes:

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

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

Send application materials by one of the following delivery methods:

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