

Part-Time CCAMPIS Assistant
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=248832>

Downloaded On: Nov. 15, 2024 12:15pm

Posted Nov. 14, 2024, set to expire Nov. 26, 2024

Job Title	Part-Time CCAMPIS Assistant
Department	
Institution	Lee College Baytown, Texas
Date Posted	Nov. 14, 2024
Application Deadline	11/26/2024
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff Classified Staff
Academic Field(s)	Child and Social Services Administrative Support/Services
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Job Description

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Part-Time CCAMPIS Assistant

Salary: \$17.48 Hourly

Job Type: Part-Time

Job Number: FY2300501

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Reporting to the CCAMPIS Program Manager, the Part-Time CCAMPIS Assistant is responsible for assisting with CCAMPIS operations and activities/events. They will also assist in processing childcare applications and childcare billing, while maintaining confidentiality of all student records and complying with Lee College policies and procedures.

Essential Duties & Responsibilities

- Assist with CCAMPIS operations and activities/events as needed. This includes planning of events, reserving rooms, setting up rooms with food and decorations, managing sign-in sheets and greeting individuals as they arrive.
- Assist CCAMPIS Manager with processing incoming childcare applications, weekly childcare invoicing and billing.
- Provide support to parenting students needing Basic Needs assistance
- Meet with supervisor on a weekly basis
- Comply with Lee College policies and procedures.
- Coordinate with other departments for needs of parenting students.
- Process paperwork for intake forms.
- Assist parenting students with application processes, campus directions, office locations, general questions.
- Maintain confidentiality of student records according to FERPA and Lee College HR guidelines.

Additional Duties & Responsibilities

- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- Possess strong written and verbal communication skills, including public speaking.
- Ability to work with diverse populations of faculty, students, and co-workers.
- Ability to self-motivate and take initiative to complete job responsibilities.
- Must be willing and available to work flexible hours, including evenings and some weekends as needed
- Ability to work in a team environment.

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- Maintain professionalism and positive attitude.

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4725311/part-time-ccampis-assistant>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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