

Human Resources – Campus Administrative and Faculty Support Staff

The following positions are required to support the administrative, operational, and student services needs of the Lancaster Campus. Positions that will be filled prior to the first student start are indicated with an *. Some of these positions will be combined due to the relatively small size of the first student cohort (23 students). As student census increases, combined positions will be separated and additional staff will be hired to accommodate the needs of the larger student population.

Position	Total Number Required	Duties and Responsibilities
*Campus Director	1.0 FTE	Responsible for the successful and efficient operation of the campus and will provide initial oversight of the instructional and non-instructional programs and services.
Academic Dean	1.0 FTE	Responsible for the day-to-day operation of the educational programs and campus faculty. Coordinates faculty teaching schedules, classroom and lab facilities, and campus activities. (A lead instructor will be promoted into this position. Duties will be assumed by Campus Director until this position is filled.)
*Dean of Student Services	1.0 FTE (0.5 FTE required for start-up)	Responsible for developing, implementing, and delivering a variety of student services. (The Campus Director, faculty, and other administrative staff will assume these duties until the position is filled.)
*Student Center Coordinator	1.0 FTE (0.5 FTE required for start-up)	Manages the Student Center and provides tutoring in the subjects of math and English.
*Learning Resource Coordinator	0.5 FTE	Assures the efficient day-to-day operation of the campus library and learning center.
*Technology Coach	0.5 FTE	Assists faculty in the use of technology to enhance student achievement through the teaching and learning process.
*Registrar	0.5 FTE	Responsible for maintenance of student records and performs a variety of administrative tasks. Analyzes and coordinates office services such as records control and special management studies.
Evening Dean	0.5 FTE	Serves as the lead campus administrator during evening sessions. (Position not required until evening session is offered. Based on census projections, first evening session will be offered in month 9.)
*Career Services Representative	2.0 FTE (1.0 FTE required for start-up)	Provides services that assist students and graduates with obtaining employment.
Career Services Manager	1.0 FTE	Provides leadership to the Career Services team and assures they meet graduate placement goals. (Duties and responsibilities will

		be assumed by the Career Services Representative until this position is filled.)
*Receptionist	1.5 FTE	Performs various administrative and customer services for visitors, applicants, students, faculty and staff members.
*Financial Aid Officer	1.0 FTE	Assists applicants and students with their eligibility for federal financial aid programs by calculating anticipated awards for federal loans and other Title IV programs.
*Administrative Assistant	0.5 FTE	Performs a variety of administrative support activities for the campus.
Administrative Assistant to the Deans	0.5 FTE	Performs a variety of administrative support activities for the Academic, Student and Evening Deans. (Duties and responsibilities will be assumed by the Administrative Assistant until this position is filled.)
*Facilities Manager	1.0 FTE (0.5 FTE required for start-up)	Assists the Campus Director with various tasks related to the analysis and coordination of office services, budget preparation and control, records control and other special management duties.
*Network Administrator	1.0 FTE (0.5 FTE required for start-up)	Assures the operation, maintenance, and repair of the classroom computer network.
*High School Presenters/Admissions Advisors	2.0 FTE	Presents at high schools and other appropriate public events to inform prospective applicants of the programs and services offered at SJVC. Responsible for guiding high school students and their parents through the enrollment and start process.
*Admissions Advisors	2.0 FTE	Guides non-high school students through the admissions process.

NOTE: Security and custodial services will be provided by a third party vendor. The companies that will be retained to provide these services will assure a clean and safe campus environment for students, employees, and visitors.