Job Posting

Student Life Assistant/Cisco Campus Key Control/Allocation Coordinator

Date Posted: February 16, 2015
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Student Life Assistant/Cisco Campus Key Control/Allocation Coordinator (Cisco Campus). Minimum qualifications for this full-time position include a high school diploma (Associate’s Degree preferred), experience working with databases, Microsoft Office Software, good organizational skills, effective verbal and written communication skills, and the ability to work collaboratively as a team member. (Please scroll down to review the complete job description for the position.)

The position will be based at the Cisco Campus of Cisco College. It is a 12-month position, plus benefits. The position will be posted, and resume packages accepted, until filled. Resume packages are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include cover letter, completed and signed Cisco College Application (located on the “Jobs” page of our website under “Forms”), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Job Title: Student Life Assistant/Cisco Campus Key Control/Allocation Coordinator
Reports to: Dean of Student/Athletic Director
Classification: D Level/Specialist II
Last Reviewed: September 8, 2014

Job Summary

Responsible for the day-to-day operation of the Office of Student Life associated with housing and residence life, student discipline, awards recognition, the student handbook and other publications and special projects as assigned. Responsible for the coordination of the Cisco Campus Key control/allocation system

The Student Life Assistant will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Student Life/Campus Housing:

   • Responsible for the maintenance of an active database of current dormitory students, which, when a student departs, converts to an inactive student permanent history record.
   • Responsible for the maintenance of mainframe, current dormitory assignment records on all residents.
   • Responsible for the creation and maintenance of a numerical student cafeteria list.
   • Responsible for the creation of student identification cards for all students, maintaining current files for card replacement and/or office identification.
   • Responsible for creating disciplinary documentation, which merges with current dormitory student database, as a permanent history of behavior.
   • Responsible for organizing the annual awards night through soliciting awards recognition nominations and developing information into a program honoring exceptional students.
   • Responsible for soliciting and implementing administrative changes for Student Handbooks and Residence Hall Handbook, effecting changes and arranging printing.
   • Assists in coordinating house arrangements for summer special events.

2. Campus Key Coordination:

   • Issue all keys on the Cisco Campus
   • Maintain all key control files and records of original, duplicate and replacement keys for each building/facility on the Cisco Campus
   • Securely store all unissued/unused keys
   • Evaluate key authorizations to ensure the appropriate issuance of keys minimizing security risks
• Report all key losses or thefts to the appropriate Executive Council member or their designate when deemed appropriate
• Furnish Executive Council members, upon request, a list of all persons in their area who are in possession of keys
• Collect and submit all proceeds for lost key replacement to Dean of Business Services
• Notify the Director of Human Resources when keys are not returned upon employee separation from College
• Purchase, maintain, and coordinate the installation of locks and other door hardware
• Process/coordinate all requests for lock changes
• Acquire new, duplicate, or replacement keys for storage or issue
• Authorize the issuance of keys to contract and other essential personnel

3. Other duties as assigned

**Minimum Qualifications**

1. Ability to effectively use databases preferred.
2. Experience working with diverse people.
3. Good written and verbal communication skills.
4. Ability to work collaboratively with others.
5. Associate’s Degree preferred

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.