Cisco College is accepting applications for the position of Student Life Assistant. Minimum qualifications for this full-time position include a high school diploma (Associate’s Degree preferred), experience working with databases, experience working with diverse populations, good organizational skills, effective verbal and written communication skills, and the ability to work collaboratively as a team member. Applications will be accepted until the position is filled.

CISCO COLLEGE offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Please note: A complete application package must include a letter of application, completed Cisco College Staff Application, resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Thank You!

Applications will be accepted via e-mail, fax, or USPS, (e-mail is preferred) and should be submitted to:

Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 79437
Office: 254-442-5121
Fax: 254-442-5100
shelli.garrett@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Student Life Assistant/Cisco Campus Key Control/Allocation Coordinator

Reports to: Dean of Student Services

Classification: D Level/Specialist II

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 soliciting and implementing administrative changes for Student Handbooks and Residence Hall Handbook, effecting changes and arranging printing.
   - Assists in coordinating housing 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
- 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.