

Division/ Unit: Arts, Letters, and Social Sciences

Position Request # 7 Range 31

Position Classification Requested: Staff Assistant – Performing Arts 375 10 mo

Please indicate if this is a request for / to:

- Fill a currently vacant position (Must attach District job description; see Sharon Davidson for assistance)
- Increase of an existing position (Must attach District job description; see Sharon Davidson for assistance):
 from: 9, 10, 11 month to: 10, 11, 12 month
 from: _____ % to: _____ %
- New position (Must attach proposed job description):
 # of 15 hours per week, # of 10 months per year 37.5%

For accurate figures in the box below, requestor must see Sharon Davidson (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost: (assume step 1 for vacant position)	\$ 13,037.76 13,077	OTE**
Estimate Benefits Cost: (40% of salary)	\$ 1,308	Full time – 20 (.50%) to 40 (1.00%) hours per week
Total Cost for Position:	\$ 13,037.76 14,385	Regular Hourly – 18 (.45%) hours or less per week

SD 10/17/14
SD Review / Date

Justification:

Why is this position necessary?

Having a part time staff assistant in place allows for a smooth process for use, for both on-campus and community users, of the Mertes Center and the Performing Arts program functions. The addition of a staff assistant, to the already limited full-time theater and music staff, provides a closure in the loop of operations of a performing arts program and of such a large facility. As the Performing Arts programs grow (including increasing the number of events and performance locations), a need has been consistently identified for an additional staff member, specifically one who possesses the ability to provide box office management systems, ticket handling, publicity, marketing, and general public relations for the performing arts programs.

During the 2014-2015 season, the MCA will host over 40 events for the LPC Dance, Music, Theater, and Speech programs. Most of these events are paid events, and require outreach efforts by program coordinators, in order to fill the seats. The college has built a beautiful performing arts complex; while it is used efficiently and effectively by the programs, we would like to see more people attend the events here. Have a dedicated employee for management of this, for the entire Performing Arts program, would be ideal.

What educational programs or institutional purposes does this position support? How does the request relate specifically to your Program Review, the College's Strategic Plan, and Accreditation Recommendations?

The need for this position has recently come to light. We have, historically, operated on a volunteer system with members of the greater Livermore community. But as our programs grow, the work level for the volunteers is too great and not as program centered as it needs to be. Specifically, the mission of the performing arts program is to provide opportunities for the academic, intellectual, career, creative, and personal development of our students. We aim to prepare our students to be artists, through their engagement with a wide variety of experiences aimed at a deeper and more profound understanding of the craft of theater, including theater, music, speech, dance, and design. In an effort to be able to offer a professional experience, we would like to have the students experience a more consistent promotion and operation of the performing arts program, as a whole, instead of separate systems for each department.

The position of Staff Assistant would meet many of the Strategic Goals for the college, as stated in the Strategic Plan (2010-2015), but it is important to note that the very first, and thus arguably the most important of those identified by the institution states:

“Teaching & Learning: Provide excellence in teaching, student learning, services to students, and scholarship by providing state of the art learning facilities, equipment, supplies and resources, and staffing.”

Through a smooth and organized use of the facility and operation of the public face of the performing arts, students will develop knowledge, skills, values, and the ability to become engaged and contributing members of their community.

Where will the individual work? To whom will the person report? Are there any special equipment/ facilities needs not already budgeted?

There is an office designed and dedicated to this position in building 4000, next to the Box Office labeled Box Office Manager. This person would be under the general administrative direction of the Dean of Arts, Letters and Social Sciences, and would work closely with the vice president of Business and Administrative Assistant to the vice president of Business, the Performing Arts Coordinator, and current Technical-Theater Instructional Specialist. No special equipment/facilities will be needed in addition to that which is already in place.

What is the consequence of not funding the position?

Without this position, the performing arts program faculty and staff will continue to not operate in an efficient manner. We need this position to ensure healthy growth of the college and performing arts programs and the modern use of the facility.

- Resident programs will be unable to expand performance activities. These are vital for programs in the performing arts.
- Finances and ticket sales related to productions and public presentation will not be managed efficiently or securely and details and coordination in planning will continue to have slips or mishaps due to the lack of supervision and enforcement of college rules.

What alternative approaches have been considered in meeting the programmatic demands of this request?

To date, the responsibilities have been divided between the individual dept. coordinators, the Performing arts coordinator, community volunteers, student volunteers, and the Performing Arts Club. This sort of division creates a difficult and complex situation for financial management and marketing and box offices systems.

How will the campus community (students, staff, faculty, and community) be positively impacted by filling this position?

The campus community will be positively impacted due to the fact that there will be an additional person in charge of many of the functions for the theater pertaining to use. The college will have an additional contact for utilization for rental of the space.

What other personnel currently provide support to this program and these students?

Full time Performing Arts Faculty currently provides support to this program and our students, most heavily the Performing Arts Coordinator.

Signatures:


Requestor


Dean/ Unit Administrator


Vice President

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

STAFF ASSISTANT

DEFINITION

This class is specialized to various offices with responsibility to coordinate office activities, assist instructors and students. Under general supervision, the incumbent provides administrative support and performs a variety of difficult and varied clerical and technical duties and requires a moderate degree of independent judgement.

REPRESENTATIVE DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. responsible for involvement in coordinating services and activities to an assigned office; interpret and explain programs, class schedules, college policies, procedures to students, and process registrations;
2. exchange information with college and District personnel regarding office/college policies and procedures; provide information and guidance to the general public about services offered; act as liaison between the department and other related offices and outside agencies; screen calls; maintain a management calendar;
3. enter, modify, and retrieve moderate to complex data using a computer terminal; operate word processing and other computer equipment to produce reports, correspondence, publicity materials, and file data;
4. collect and receive monies, write receipts and deposit funds, prepare bills for payment, prepare and distribute weekly financial reports;
5. research and compile, in final form, data for complex special and regular reports, grant applications, budget preparations, contracts, and other projects as assigned;
6. compose and prepare, in final form, correspondence, memoranda, hiring contracts, and narratives for reports from own ideas and general instructions;
7. compile materials for agenda and meetings; take minutes or notes at meetings; plan, coordinate, and implement special events, in conjunction with management and other staff;
8. set up, maintain, and monitor detailed computer and other financial, student, faculty, and program activity records for the office;

9. answer telephone and work with students and general public;
10. provide support to instructors and prepare class packets including timesheets, evaluation forms, and rosters;
11. plan and develop new forms and procedures in conjunction with management and other staff; set up and maintain confidential and sensitive files;
12. keep records of faculty absence and prepare absence forms;
13. order supplies, equipment and textbook requests;
14. assist in preparing curriculum, budgets and reports;
15. notify students of and post canceled classes;
16. train and direct the work of student assistants as assigned;
17. perform other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. office procedures and filing systems;
2. correct English usage, spelling, grammar, punctuation and composition;
3. basic math calculations;
4. word processing applications and related office equipment.

Skill in:

1. keyboard at a rate of 50 wpm from clear copy; operate (or ability to learn) dictating equipment;
2. operate (or ability to learn) word processing equipment;
3. enter, modify and retrieve data using word processing equipment;
4. handle a variety of work assignments with accuracy and speed;

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5. ability to read and interpret policies and procedures;

6. communicate effectively both orally and in writing;
7. compose correspondence and reports from brief notes or oral directions;
8. research information, organize and compile data;
9. analyze situations accurately and adopt an effective course of action;
10. maintain effective working relationships with others;
11. work independently; establish priorities and schedule work; and
12. supervise student assistants as required.

Education and Experience:

Equivalent to completion of high school AND one year of full-time experience in performing a wide variety of clerical work and public contact OR an equivalent combination of education and experience which demonstrates possession of knowledge and skills required.

PURPOSE OF CLASS

To provide clerical and technical support and relieve the supervisor of clerical details.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by Board of Trustees on December 5, 2000
Revised: 12/5/00
Effective: 12/5/00
Job Family: Clerical-Secretarial-Fiscal
(p./StaffAsst.)