WHY WORK AT SPSCC?
South Puget Sound Community College employs full-time administrative/exempt professionals, professors, classified staff, part-time hourly staff and student employees who are invaluable in helping us meet our daily mission.

The college embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION
South Puget Sound Community College’s mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we

| Position type: | Full-time Classified, 40 hours per week, overtime eligible permanent position. |
| Salary: | $2,857.00 - $3,721.00/month; Range 41 |
| Opens: | January 4, 2017 |
| Closes: | January 25, 2017 |
| Location: | SPSCC Lacey Campus, Lacey WA |

South Puget Sound Community College seeks a highly motivated and qualified individual for the position of Program Support Supervisor 1 in the Corporate and Continuing Education division.

The Program Support Supervisor 1 reports to the Director of Business and Strategic Programming and is responsible for supervising support staff involved in the performance of duties associated with all Corporate and Continuing Education (CCE) programs and services. This position advises the Dean and Program Directors on matters pertaining to reception, registration, marketing, and fiscal tracking. This position has direct supervision of three full-time employees and one part-time employee that support the registration, reception, and fiscal operations for the entire department.

KEY RESPONSIBILITIES
Operations (30%)
- Oversees day-to-day operations of the Corporate and Continuing Education division
- Coordinates staffing and ensures coverage of CCE support and testing staff duties
- Serves as back up for program support staff and their functions
- Serves as back up test proctor in the testing center
- Daily extensive involvement with students, staff, public, and agencies in carrying out program activities; coordinates and monitors program activities to determine consistency with goals, PCI compliance, and any other college policies
- Advises students, staff, program participants, and/or the public regarding program content and policies; recommends alternative courses of action as needed

Supervision of staff (20%)
- Participates in personnel decisions involving classified staff and part-time employees and makes recommendations for hiring, dismissals, disciplinary actions, and position allocations
- Establishes work priorities and ensures deadlines are met
- Assigns and schedules work
serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS
A generous benefit package including medical, dental, vision, life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority.

COMPENSATION
Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE
Annual leave includes vacation, 11 paid holidays, and 12 days of sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement.

EQUAL OPPORTUNITY EMPLOYER
South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens.

- Trains new employees
- Acts upon leave requests
- Conducts annual performance evaluations

Fiscal Coordination (20%)
- Oversees budget requests for management approval and provides advice and information
- Reviews income/expense, statistical, and budget status reports
- Establishes, maintains, and modifies multiple comprehensive fiscal record keeping systems, databases, and spreadsheets that address specific self-support programs with varied and complex sources of funding
- Serves as back up for processing contract requests for CCE activities

Marketing (15%)
- Creation and coordination of quarterly brochure using InDesign and Photoshop software
- Coordination of individual certificate brochures or other marketing pieces in consultation with Program Directors
- Creation and oversight of departmental web pages
- Coordination of staffing for outreach and marketing events for the CCE programs

Program and Campus Support (15%)
- Reviews department procedures and recommends changes with appropriate documentation and analysis; recommends process improvement opportunities
- Serves as Lacey campus facility liaison for work orders, credit classes, security, custodial and other building related issues
- Serves as back up for course building in various electronic systems
- Attends internal and external meetings as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS
- Ability to work in a fast paced, student-centered environment, with multiple competing priorities
- Strong interpersonal and communication skills and ability to establish and maintain cooperative and harmonious working relationships with a variety of students, faculty, staff, and customers
- Excellent written and verbal communication skills, including good listening skills
- Proficiency using Microsoft Office (Outlook, Word, Excel, PowerPoint) and using technology to track student interaction and services
- Ability to communicate and present oneself in a professional manner
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions
- Experience with marketing and advertising campaigns
- Demonstrated commitment to customer service
and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

**CONDITIONS OF EMPLOYMENT**

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

**Physical Work Environment:**

This position will work primarily in an office environment and requires manual dexterity, mobility and a moderate amount of physical effort. The ability to work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks is essential. Must be able to use the phone and computer, sometimes for prolonged periods. Bending, sitting, standing are a daily part of this position. Frequent phone and computer use. This position may require moving boxes or equipment weighing up to 30 pounds.

- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

**PREFERRED QUALIFICATIONS**

- Experience with tracking budgets in either a state agency setting or private business
- Prior supervisory experience
- Adobe InDesign and Photoshop experience

**SUPPLEMENTAL QUESTIONS**

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.

1. Please describe a situation in which you were part of a team. Describe the team’s purpose and your role on the team. Include your assessment of how the team worked together, how you resolved conflict (both positive and negative), your preferred method of communicating, and how you encouraged collaboration between team members and external stakeholders.

2. Give a brief description of your level of budget experience including the extent of your responsibility.

3. Give an example of your experience as the supervisor/chair/or leader of a team of people. Include:
   a. Describe the team and your role on the team.
   b. What was the objective of the team?
   c. Describe an obstacle that the team was working to overcome and how you helped facilitate or lead the team through that obstacle or challenge.

**HOW TO APPLY**

Interested candidates may apply by submitting the following items:

- Completed SPSCC Employment Application
- Letter of application that specifically addresses your ability to perform the key responsibilities and essential functions described in this announcement
- Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications
- Responses to Supplemental Questions

Send application materials via one of the delivery methods below - email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706
Mail: Human Resource Office
      South Puget Sound Community College
      2011 Mottman Road SW
      Olympia, WA 98512