



## **Cardinal Jumpstart Coordinator**

The Cardinal Jumpstart Coordinator collaborates with the school district's needs and leads the development and implementation of programs and courses in response to those needs. This position serves as the primary liaison between high schools and the College and ensures compliance with state and other standards or regulations.

Required Qualifications include a Bachelor's degree, experience in higher education or a high school environment. Ability to work with people from diverse backgrounds, strong interpersonal and written communication skills. Attention to detail and strong organizational skills. Preferred Qualifications include community college teaching experience, experience coordinating programs or activities for multiple stakeholders, experience advising students, scheduling courses, or experience with concurrent courses.

Flexible work schedule with main working hours to be a 4-day work week Monday to Thursday. Excellent benefits such as vacation, sick leave, paid LCC tuition for employees and dependents, Kansas Public Employment Retirement System (KPERS), KPERS 457, 403B with matching plan, and the State Plan of Kansas insurances that includes medical, dental, and vision for employee and family. Supplemental insurances are also offered.

The salary range is based on education and experience to begin at \$36,000 annually. This is a full-time, exempt position. The position remains open until filled. Review of applications will begin April 22, 2024.

Send an LCC application found at [www.labette.edu/hr](http://www.labette.edu/hr), a letter of interest, resume, and unofficial transcript to the Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email [hr@labette.edu](mailto:hr@labette.edu).

### **EOE**

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail [hr@labette.edu](mailto:hr@labette.edu)