

DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION
NOVEMBER 2020

TITLE: Temporary, Part-time COVID-19 Educator
DIVISION: Office of the President
DEPARTMENT: President
STATUS: Part-Time Temporary position
SUPERVISION RECEIVED: President
SUPERVISION EXERCISED: None
RATE OF PAY: \$10.00

SUMMARY:

Under the guidance and supervision of the Assistant to the President. Position responsible for checking all people entering the College through the main entrance at the Toepke Center, Administration Building or the Ullman Center.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Responsibilities:

- Provides excellent Customer Service to all students, staff and community members
- Keeps customers informed
- Helps and goes the extra mile
- Responds quickly
- Protects privacy and confidentiality
- Acts professional
- Maintains strict confidentiality of all information, material, and discussions
- Screens all people entering main entrances (Toepke, Administration, Ullman)
 - Check for a fever.
 - Do you have a cough? (one of the early signs of COVID)
 - Does your throat hurt?
 - Do you have any of the following symptoms:
 - Headache
 - Chills
 - Body aches
 - Tired
 - Have you been sneezing?
 - Are you congested?
 - Have you had any breathing problems?
 - Have you travelled outside of Dawson County?

ADDITIONAL REQUIREMENTS

- Ability to work a flexible schedule
- Strong communication skills
- Ability to work in an office setting

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Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Dawson Community College is an equal opportunity provider.

Required:

- A high school diploma or equivalent
- Excellent Customer Service skills
- Ability to be dependent, work as a team, follow directions and complete tasks

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will have to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate based on creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation regarding access, employment, programs, or services. The College complies with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints about these matters should be brought to the attention of Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu Mailing Address: 300 College Drive, Glendive, MT 59330.