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## Caleidoscope 5/20/1988

Marisela Cadena-Smith

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# CCCC's *Caleidoscope*

May 20, 1988

Published by the Office of Institutional Advancement

No. 83

## FROM THE PRESIDENT'S DESK:

The Administrative Staff meeting scheduled for Tuesday, May 24, has been canceled. It will be rescheduled at a later date.

## ANNOUNCEMENTS:

This week on CCCC's "Caleidoscope": *We Can Change The World. . . The Chicago Convention 1968*

Guests: Dr. Gerry Perkus, Director of Institutional Research  
Dr. Loren Miller, Professor of Government, CCCC  
Mr. Larry Collins, Professor of History, CCCC

Moderator: Shelley Lane

Air Time: Channel 35, Plano Telecable  
Monday: May 23, 5pm  
Friday: May 27, 7:30pm



The *CALEIDOSCOPE* is going on vacation!! During the summer months, the *CALEIDOSCOPE* will be published on an every-other-week basis. It will return to its regular schedule in the fall, and will probably be wearing a brand new look!

## STAFF NEWS:

SUZANNE COGDELL, MARGO VARGAS, and ED BACA, staff of the Older Worker Program, participated in a Regional Jobs Training Conference in Dallas May 11-13. The primary purpose of the conference was to discuss methods and strategies for developing partnerships among employment training programs and other service providers.

SHELLEY LANE presented a program on "Physician-Patient Communication" at the American Podiatric Post-Graduate Association Meeting in Los Angeles, California on May 22, 1988.

LOREN MILLER signed a contract with Houghton Mifflin Company to write an Instructor's Manual with Test Items to accompany *Practicing Texas Politics*, 7th edition.

NOTES FROM PERSONNEL:

POSITIONS AVAILABLE (See Attached Sheets):

Associate Director, Child Development Center  
Teacher, Child Development Center  
Head Cashiers, Bookstores at both campuses  
Accounting Clerks, both campuses  
Stock Clerk, Spring Creek Campus  
Instructional Associate, ALC, Spring Creek Campus  
Lab Assistant, ALC, Spring Creek Campus  
Student Life Clerk, Spring Creek Campus  
Articulation Clerk, Central Campus  
Life Planning Clerk, Spring Creek Campus  
Developmental Math Clerk  
Administrative Assistants (3)  
Secretary, Student Development  
Secretary, Financial Aid  
Secretary, Enrollment Management  
Secretary, Continuing Education  
Learning Resources Center: Circulation Assistant, Periodicals Assistant, Audio-Visual Assistant, Technical Service Assistant

ANNIVERSARIES:

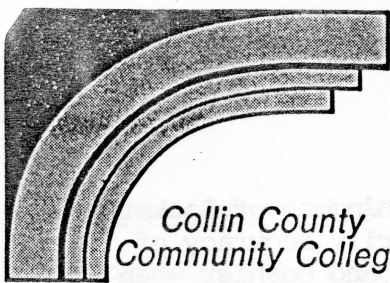
William Treloar	June 2, 1986
Judy White	June 10, 1987
Percy Parrish	June 12, 1987
Paula Hutson	June 16, 1986
Scott Stevens	June 16, 1986
Michael Harlan	June 18, 1987
Manuel Garcia	June 23, 1986
Barbara Oakry	June 24, 1986

HAPPY BIRTHDAY TO:

Javier Corredor	May 23
Wayne Rush	May 23
Ann Ruggles	May 24
Deborah Floyd	May 24
Dennis Bisso	May 25
Daryl Garrett	May 26
Mary Rabaut	May 27
Vicki Harris	June 5

SPRING CREEK TRIVIA:

Answer to last week's trivia question: The new campus will be constructed of 1,290,000 bricks (4,000 were returned). Thanks for counting, Walt!



Collin County  
Community College

NEW POSITIONS AVAILABLE

BEGINNING THIS SUMMER ! ! !

**CHILD DEVELOPMENT CENTER  
ASSOCIATE DIRECTOR**

Position is available for August 1988 as Associate Director which will be responsible to provide leadership and to perform management functions for the College Child Development Center. Position requires an Associate Degree in Child Development, with a major in Child Care Administration preferred. In addition, a minimum of 4 years experience in child care, with 2 of those years as a center administrator.

**TEACHER**

Position is available for September, 1988 as Teacher for the College Child Development Center, which will be responsible for planning and implementing a developmentally appropriate program for young children. This position requires an Associate Degree in Child Development or CDA credential. In addition, a minimum of three years experience in child care, with two of those years as lead teacher in a child care center.

The hours for both positions may vary with some evening work being required. Salary will range from \$15,700 to \$17,200.

**BOOKSTORE**

Head Cashiers (Spring Creek Campus and Central Campus)

Reporting to the Assistant Manager, the positions are responsible for training and supervising cashiers, balancing daily cash receipts and compiling sales data. Positions require high school diploma and one year of accounting as well as one year of retail merchandising. Requires typing of 40 words per minute and ability to operate computer, calculator and cash register. Must also be able to deal effectively with students, staff and customers. Salary range: \$13,650 - \$15,150.

Accounting Clerks (Spring Creek Campus and Central Campus)

Reporting to the Assistant Manager, these positions are responsible for typing purchase orders, textbook lists and other correspondence, preparing invoices for payment, division charge and financial aid reports. Will also maintain publisher files and assist in the ordering and return of text books. Requires one year retail accounting and one year general office experience. Also requires high school diploma, the ability to type 40 words per minute, operate calculator by touch and operate a computer and cash register. Must be able to deal effectively with customers in person or over the telephone. Salary range: \$13,650 - \$15,150.



### Stock Clerk Spring Creek Campus

Responsible for receipt, storage, pricing, stocking and shipping of Bookstore merchandise. Will also calculate shipping charges and verify accuracy of freight charges on publisher invoices, act as sales clerk and cashier when needed and may sell textbooks at off-campus sites. Requires one year of experience in shipping/receiving and the ability to operate a calculator, pricing machine and cash register. Salary range: \$12,000 \$13,500.

All Bookstore positions may be required to work irregular hours and do medium to heavy lifting.

## **ALTERNATIVE LEARNING CENTER**

### Instructional Associate (Spring Creek Campus)

Reporting to the Coordinator of Alternative Learning, this individual will conduct labs and assist students in various disciplines. The Instructional Associate will also assist in the everyday operation of the Spring Creek Alternative Learning Center.

Position requires a Bachelors degree in Education, (Master's degree preferred) excellent communication skills and two years experience with educational technology and computer background is also required. Base salary \$19,988 with additional compensation added for prior related experience.

### Lab Assistant (Spring Creek Campus)

The Lab Assistant will report to the ALC Instructional Associate. The position will be responsible for assisting students with self-paced and telecourse procedures, checking materials in/out, and assisting with inventory of Alternative Learning Center equipment and software.

Position requires an Associate Degree, excellent communication skills and computer experience. Salary range: \$13,325 - \$14,825.

## **STUDENT DEVELOPMENT**

### Student Life Clerk (Spring Creek Campus)

Reporting to the Coordinator of Student Life, the position is responsible for clerical duties such as ordering supplies and forms, maintain accurate records for Student Life budget, greet students and serve as area receptionist, assist with promotion and publicity of all Student Life programs, and assist with publication of the Student Handbook.

Requires high school diploma, strong interpersonal and organizational skills as well as 2 years related experience. An interest in and a willingness to work with student is needed. Salary range: \$12,000 - \$13,500.

#### Articulation Clerk (Central Campus)

Reporting to the Coordinator of Articulation, this person will be responsible for ordering forms and supplies, assisting in promotion and publicity of campus events, as well as assisting in registration, and advising. Also, responsible for keeping transfer catalog library current and accessible.

Position requires High School diploma, two years related experience, excellent communication skills and computer experience. Salary range: \$12,000 - \$13,500.

#### Life Planning Clerk (Spring Creek Campus)

Reporting to the Coordinator of Career Planning and Placement, will provide clerical assistant in scheduling appointments, maintain career library and assist students with self-directed career resources, as well as provide assistance with the promotion and publicity for Career Awareness Programs. Will also assist with maintaining records and files for College Work Study students and maintain the job bank. Requires a high school diploma and two years clerical experience with excellent telephone and interpersonal skills. An emphasis in word processing/computer skills is desired. Salary range: \$12,000 - \$13,500.

#### Clerk - Developmental Math

Reporting to the Dean of Developmental Education, this position will be responsible for assisting in preparing student files, ordering supplies, distributing materials to students, and performing general clerical functions. Position requires high school diploma, two years clerical experience and excellent interpersonal skills. Salary range: \$12,000 - \$13,500.

### **ADMINISTRATIVE ASSISTANT**

CCCC has 3 new full-time openings for Administrative Assistant in Academic Divisions. Responsibilities include assisting in departmental budget preparation, faculty load report preparation and monitoring status of divisional and discipline budgets. A Bachelors degree is required with 9 hours of college-level Accounting or Finance preferred. Knowledge of PC software, including spreadsheets and word processing is desired. Anticipated start date is 7/1/88. Salary range: \$16,605 - \$18,605.

### **SECRETARIAL POSITIONS**

Four positions available in the following departments. Student Development, Financial Aid, Enrollment Management and Continuing Education

These positions require proven organizational time management skills along with typing of 65 wpm, data entry and word processing skills. Experience in the respective area is preferred. Position requires 3 years secretarial experience and 2 years of college or equivalent experience. Salary range: \$15,700 - \$17,200.



## LEARNING RESOURCE CENTER

Collin County Community College District has the following full-time positions available in the Learning Resource Center:

### CIRCULATION ASSISTANT

Two full-time positions. Anticipated start date for the first position is 6/1/88. This position will begin at the Central Campus in McKinney and move to the Spring Creek Campus in Plano in August. The second position will begin 7/1/88 and will be located at the Central Campus in McKinney. The circulation assistant will be responsible for circulating books and materials to college students, faculty and community patrons. Position requires good communication skills and typing of 45 words per minute. Library Science background and/or experience working in a library plus computer experience is desirable.

### PERIODICAL ASSISTANT

Position will be available 7/1/88 at the Central Campus in McKinney. The Periodical Assistant will staff service desk in the library for use of periodicals, indexes, etc. Position requires good communication skills and typing of 45 words per minute. Previous library experience and computer experience is desirable.

### AUDIO-VISUAL ASSISTANT

Position will be available 7/15/88 at the Central Campus in McKinney. Functions of the position will include staffing the Audio-Visual desk to check in - check out A-V equipment and materials to students and faculty, make deliveries to classrooms and pickups as well as order materials. Knowledge of the operation of Audio-Visual equipment is essential, prior A-V experience is desirable and any computer experience an asset. Perform clerical functions necessary to the operation of the A-V Service area. The selected individual will have a two year college degree or equivalent experience and education.

### TECHNICAL SERVICE ASSISTANT

Position will be available 6/15/88 at the Central Campus in McKinney and will move to the Spring Creek Campus in August. Functions of the position will include providing for timely acquisition of all print and nonprint materials, equipment, supplies and services, producing the cataloging required for accurate on-line access to all print and nonprint materials, and performing any necessary physical processing to print and nonprint materials. Position requires a high school diploma and two years related experience.

Salary Range: \$13,325 - \$14,825.