

Northeast State Community College

General Employee Responsibilities

- Comply with local, state, and federal guidelines and laws.
- Comply with Northeast State Community College and Tennessee Board of Regents policies, procedures, and guidelines.
- Comply with SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) *Principles of Accreditation*, policies and guidelines.
- Promote and maintain College and TBR Mission, Vision, and Values.
- Promote and comply with Northeast State Community College SAFE Campus programs.
- Maintain digital calendar and archive annually on June 30. Provide supervisor with access to calendar and an archived copy of calendar for annual performance review.
- Seek efficiencies and continuous improvement in both position and personal growth.
- Lead/promote College and TBR initiatives as they relate to this office.
- In all duties assigned, show a commitment to quality, customer service, and Northeast State Community College: to include students, College employees, and the community served by Northeast State. Be an active and contributing part of the Northeast State Team.
- Follow professional code of conduct and ethics; maintain professional dress in compliance with expectations of the position.
- Demonstrate a commitment to inclusive excellence.
- Complete other assignments as directed by supervisor/President.
- Utilize effective people skills in working with internal and external customers.