

CLASS TITLE: ACADEMIC SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides highly specialized and technical support to the development, approval, and implementation of large campus and District-wide curriculum. Coordinates and provides administrative support to a senior administrator for establishing, changing, coding, maintaining, and reporting curriculum related information activities. Serves as a lead resource on District-wide curriculum maintenance and coordination.

REPRESENTATIVE DUTIES:

Serves as a senior resource for curriculum maintenance and technical support, communicating regularly with curriculum staff, administrators, outside agencies, and others to exchange information, solve problems, and coordinate activities. *E*

Reviews, examines, and makes corrections to curriculum documents submitted by instructional and administrative staff from campuses. Screens and determines appropriate action required for materials submitted for information or action. *E*

Reviews and verifies curriculum descriptions and course outlines for accuracy and compliance with established rules, codes, policies and procedures. *E*

Enters approved curriculum information into internal and/or external databases. Develops, maintains, and updates a variety of reports, lists, and databases related to curriculum and programs. Creates and maintains a database of course and program proposals processed by academic year. *E*

Develops the data and communications structures used in creating descriptions of majors and programs. Sets up the structures and codes within District and external databases to produce reports, compile degree audits, and perform other analysis as directed. *E*

May present curriculum to technical curriculum teams, making revisions and modifications as appropriate and directed. Obtains proper signatures, completes and submits agenda transmittals for inclusion on the Board agenda, and notifies appropriate parties of agenda dates. *E*

Develops and maintains expertise on the District's databases used for entering, storing, retrieving, and disseminating curriculum and course-related information. Troubleshoots and analyzes database capabilities and problems relating to information storage, retrieval, communications, and report production. *E*

Coordinates production and updating of the college course catalog. Confers with campus-based specialists regarding the maintenance of curriculum files. *E*

Provides administrative assistance to District level administrators that oversee curriculum and research processes. Serves as an informational resource, responding to requests, inquiries, and questions from administrators, faculty, staff and students. Responds verbally or through correspondence, referring difficult or sensitive matters to an administrator. *E*

Prepares various reports, contracts, Board agenda items, statistical data, and other materials as to support the curriculum development and maintenance function. *E*

Prepares and maintains a variety of special materials such as but not limited to directories, class descriptions, prerequisites, and class schedules. Prepares and/or oversees preparation of internal and externally mandated administrative reports. *E*

May maintain records for, monitor, and computes faculty loading. Participates in evaluations of registration, attendance, and contact hour information to verify the accuracy of, or make changes to faculty loading. *E*

Researches, compiles, analyzes, and summarizes data for special projects, programs and reports. Coordinates and performs special projects and programs. Integrates campus information into reports made for District purposes. *E*

Coordinates and attends a variety of meetings, making arrangements and compiling meeting documents as required. Maintains a calendar of a wide variety of curriculum, administrative, and related activities. Records and transcribes proceedings, ensuring that minutes and reports are distributed to administrative staff and others as appropriate. *E*

Maintains up-to-date records, logs, and filing systems pertaining to curriculum and curriculum development and suitable to support internal and external audits. *E*

Researches, gathers data, and participates in the budget development process. May process financial transactions and monitor budget expenditures. *E*

Develops and recommends office procedures that assure timely information and work flow. *E*

Performs other duties as assigned that support the overall objective of the position. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Degrees, certificates, and academic majors offered by the District and its Colleges.

Curriculum development, maintenance, and review process and procedures.

Guidelines and procedures used in the curriculum articulation process for two and four year colleges as well as state requirements.

Matriculation rules, laws, policies, procedures, and requirements for maintaining an accredited curriculum record.

Reading and adoption procedures used by governing boards.
Operations of a high level administrative office, sufficient to analyze and optimize work and information flow.
Personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and the setup, troubleshooting, and data entry onto custom databases.
Facilitating small group decision-making processes.
Math skills sufficient to interpret statistics and perform a full range of arithmetic calculations.
Budget development and administration process.
Proper English usage, grammar, spelling, and punctuation.
Human relation skills to convey technical concepts to others, solve problems, and conduct informal presentations to small groups.

ABILITY TO:

Independently perform all of the duties of the position efficiently and effectively.
Use advanced language skills to read, analyze and interpret information on a course and program descriptions, technical procedures and governmental regulations.
Compile and write reports, correspondence and informational materials.
Speak effectively when facilitating small group processes.
Describe, interpret, and prepare outlines for course content.
Plan, organize, delegate, and prioritize work in order to meet schedules and timelines, including those required of governing boards.
Train lower level support staff.
Understand and be sensitive to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

EDUCATION AND EXPERIENCE:

The position requires an Associate of Arts Degree and over 5 years of experience in admissions, counseling, financial aid, or administrative support role in education. A Bachelor's degree is preferred and may substitute for some experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 g. Ability to bend and twist.
- 2 h. Ability to lift 10 lbs.
- 2 i. Ability to carry 10 lbs.
- 4 j. Ability to operate office equipment.
- 3 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.