

## **PERALTA COMMUNITY COLLEGE DISTRICT**

CLASSIFIED JOB DESCRIPTION – April 2016

### **SENIOR ACADEMIC SUPPORT SERVICES SPECIALIST (SEIU Local 1021 Salary Range 102) Job Code: 1059**

#### **CLASS PURPOSE**

Under direction of the Vice President of Instruction, serves as the major technical resource person for all areas of instruction and curriculum for the college. plans and develops methods and procedures to implement and administer the overall activities of Academic Support Services and follows complex policies and procedures related to the College's instructional offerings and administration.

#### **WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates, enters and monitors data in the District data system related to the college's course schedule, course meeting times, days, units, hours, attendance type, and other special designations, including monitoring for adherence to State attendance accounting policies and procedures and college scheduling patterns.
- Generates, reviews and analyzes reports, records, and directives, and confers with others to obtain accurate data required for planning department and/or program activities, such as new commitments, status of work in progress and problems to be handled
- Coordinates and updates the processes for setting course schedule deadlines and in establishing guidelines for divisions/departments; monitors appropriateness of dates (i.e., scheduled meet times, days, number of hours, units, etc.); proofs schedules for final printing; maintains master room chart and associated files, resolves room conflicts, assigns rooms as necessary, and processes college facilities use requests.
- Processes schedule change forms (i.e., additions, deletions, and changes to the schedule) and enters revised data in the District data system.
- Provides supervision, resolves problems, prepares work schedules, and/or may set deadlines to ensure timely completion of work/program activities
- Devises and disseminates policies and procedures to staff for accomplishing the work of the unit

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- Coordinates and monitors activities of academic support services to achieve maximum fulfillment of goals and objectives, and ensure optimum delivery of program/activity services including; enters faculty assignment data (instructional and non-instructional) in the District data system; adheres to District personnel policies and procedures and the PFT Agreement; monitors faculty loads and prepares two-year load averaging reports; processes assignment change forms and changes to pro-rata pay.
- Develops and administers program budget; monitors and analyzes the budget, prepares reports and records concerning department/program budgetary activities for management; develops program/project proposals to secure funding
- Review and develop policies, procedures, and practices for accomplishing department objectives and mission and develops and recommends any modifications to improve program/performance efficiency and effectiveness
- Processes leave banking and extra-load (11-month/12-month assignments) forms; checks forms for completeness and accuracy; maintains leave banking records and produces spreadsheet reports detailing accumulated leave-banked hours by instructor.
- Keeps apprised of Faculty Service Areas (FSAs) and minimum qualifications required for faculty hires.
- Processes and reviews accuracy of all online academic personnel actions generated by the instructional divisions on campus.
- Monitors monthly Instructional Prorata Pay Report to ensure hourly and extra-service assignments are paid properly; tracks prorata costs, downloads and produces prorata cost reports for each term's class schedule, using a spreadsheet program.
- Manages activities and organizes the College course outlines (i.e., additions, changes, or deletions initiated by the College Curriculum Committee; monitors adherence to State minimum course standards and regulations regarding prerequisites, corequisites, and recommended preparation.
- Prepares and enters data in the District data system all Selected Topics courses; monitors for adherence to State and District minimum course standards.
- Prepares, reviews and make recommendation for program and course additions, changes and deactivation lists for CIPD (Council on Instruction, Planning and Development) approval based on College Curriculum Committee action; prepares course packets and Repository File Maintenance/Repository File Prerequisites (RFM/RPK) sheets.
- Provides staff support to College Curriculum Committee; prepares agenda, takes and transcribes minutes of meetings.
- Records all course changes in the master computer college catalog file from which new college catalogs are produced; maintains other related curriculum data, such as degree information, curriculum patterns, and instructional policies and procedures.
- Develop, coordinates, reviews and edits faculty related documents for accuracy, including checking for currency of all course data and accuracy of curriculum patterns; works with staff in Public Information Office to produce camera-ready documents for printing.
- Maintains personal computer database and updates information for catalog addendum.

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- Serves as liaison to District Office; provides input and requests programming changes to the District's Management Information System (MIS) as it relates to instructional matters; coordinates with other campuses and Information Services on uniformity of programming changes to MIS.
- Researches and compiles information and prepares statistical and informational reports as needed for various College District and State reports; generates various course, scheduling and costs analysis reports utilizing word processing, spreadsheet, database and presentation software (e.g., MS Word, MS Excel, MS Access, and MS PowerPoint) in conjunction with downloaded data from the District Information Services mainframe through the District network system.
- Serves as liaison to the District Office and to College staff; advises and provides information on rules, regulations, guidelines, policies and procedures as it relates to academic personnel, curriculum, scheduling, catalog information, and enrollment data.
- Acts as a resource person for student inquiries regarding class scheduling, curriculum and catalog information, and other requests for information from the community.
- Assists with processing fee-based courses.
- Conducts in-service training workshops on instructional, curriculum, scheduling, and related matters.
- May provide support and input for the designs of forms and procedures applicable to the college's instructional program.
- Maintains complex records and permanent archives of schedules of classes.
- Trains and supervises student workers.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Equivalent to graduation from an accredited college or university and two years of experience in performing professional level work in the analysis, research and preparation of reports; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Ability to prepare and maintain accurate and complete records.
3. Ability to interpret and apply a variety of rules, policies, and procedures relating to District operations.
4. Ability to analyze situations accurately and take an effective course of action.
5. Ability to establish and maintain cooperative working relationships with others.
6. Ability to take notes at meetings and transcribe them with accuracy.
7. Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g., MS Office Suite, MS Word, Excel, MS Access and MS PowerPoint), the Internet browser, websites and e-mail.

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8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Five years of work experience in an educational administrative setting, particularly as it relates to the coordination of activities associated with the instructional process at the community college level.
- Experience with mainframe applications.
- Experience in research and preparation of reports.
- Knowledge of State and Management Information Systems and compliance requirements for reporting.
- Ability to communicate effectively, orally and in writing.
- Ability to work under pressure and meet deadlines.
- Ability to supervise and train staff.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

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- Standard Office Equipment.

Revised: N/A