

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### ACADEMIC AFFAIRS TECHNICIAN

Salary Range 14

#### BASIC FUNCTION

Under direction of the Vice President of Academic Affairs, performs technical and responsible work associated with the processing of curriculum and the production of class schedules; assists and provides support to the academic affairs specialist in the creation and maintenance of the registration database; coordinates and oversees the publication of the college catalog; determines room assignments; performs other related duties as may be assigned.

#### REPRESENTATIVE DUTIES: *E - indicates essential duties of the position*

- Assists academic affairs specialist in performing work related to the preparation, production, proofing, editing, and maintenance of printed class schedules; creates camera-ready text portion of class schedules generated from registration database using computer program and desktop publishing software; assists in building and maintaining registration database, adding/canceling classes, assigning course numbers, changing or moving classes, and assigning instructors; performs ongoing maintenance and operation of registration database in academic affairs specialist absence. (E)
- Establishes timelines and coordinates production and printing of college catalog; compiles, organizes, and integrates input from divisions and departments; checks submitted materials for accuracy and consistency with materials submitted through and approved by the curriculum committee; proofreads, identifies and conducts research to resolve any discrepancies regarding transferability, degree, and certificates program requirements, course articulation notation, materials fees and repeatability; places photos and edits final copy for accuracy; establishes relationships with printers to communicate print criteria, receives quotations and prepare purchase requisitions; monitors and ensures adherence to production schedules and control distribution. (E)
- Determines and designates classroom assignments on and off campus; coordinates classroom assignments between instructional divisions and identifies and resolves conflicts; determines the most efficient utilization of classrooms and makes adjustments accordingly; assigns room usage for community education and off-campus organizations. (E)
- Processes curriculum material on new, revised and deleted courses; creates and maintains files of official outlines of records; operates from curriculum meeting minutes and direction from the academic affairs specialist input and maintains portions of the database catalog to ensure accurate information within the registration database and the generated class schedules; reviews curriculum materials for accuracy and consistency to format; reviews course descriptions for accuracy and determines appropriate wording and compliance to form; monitors the printed catalog content for consistency, organization, repetition, and grammar. (E)
- Functions as a liaison for administrators, staff and campus offices of the extended university program and other organizations; assigns and controls classroom usage; confirms scheduled facility usage; and generate and maintains records for tracking and billing. (E)
- Initiates, compiles, and integrates information for the certificated staff handbook; determines deadlines and creates timelines for production; monitors project for compliance with prescribed style formats; proofreads and edits final product; determines quantities to be printed and arrange for on or off campus printing and controls distribution. (E)
- Composes correspondence, memoranda, and other materials independently or from brief oral instructions from supervisor; records and transcribes minutes for the Curriculum Committee. (E) (02-07)
- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college-level course work in business, secretarial science, desktop publishing, journalism or related field and two years clerical experience.

**KNOWLEDGE OF:**

Organization, policies and procedures of an assigned area of educational administration.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility.

Read, interpret, apply and explain rules, regulations, policies and procedures.

**Type at 55 words net per minute.**

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Operate a computer terminal to enter data, maintain records and generate reports.

Operate a variety of office equipment such as typewriter, word processor, calculator, copier and dictation equipment.

Add, subtract, multiply and divide quickly and accurately.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers and other departmental staff.

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

**WORKING CONDITIONS:**

Normal office environment.