

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

COORDINATOR, ACADEMIC SENATE

Salary Range 20

BASIC FUNCTION:

Under the direction of the Office of the President and in coordination with the Academic Senate President, supports the activities of the Academic Senate and the various Academic Senate Standing Committees (i.e. Academic Policies & Procedures, Distance Education, Equivalency Committee, Honors Committee, Faculty Professional Development [Flex/Faculty Academy] Committee, Program Review, Senate Grant Committee, Student Learning Outcome Committee, Student Learning Outcome Review Sub-Committee, and Tenure Evaluation); manages the daily operations of the Academic Senate; plans, organizes, coordinates, and participates in activities specific to the Academic Senate and Senate Standing Committees; ensures efficiency of office operations; serves as a resource regarding Academic Senate programs; and performs related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Coordinates the daily activities of the Academic Senate office and ensures efficient and effective office operations. (E)
- Coordinates, schedules, attends, and accurately records, interprets, and summarizes the actions and intent of participants at Academic Senate meetings and Academic Senate Standing Committee meetings. (E)
- Coordinates communications and activities with other District departments and personnel. (E)
- Prepares, posts, and distributes agendas and minutes; organizes and distributes backup materials for meetings of the Academic Senate and Senate standing committees. (E)
- Maintains task calendar to ensure compliance in filing legally mandated request with state and local agencies and compliance with district policies. (E)
- Serves as a liaison between the Academic Senate President, Senate Executive Officers, faculty chairs/co-chairs/coordinators, administrators and other personnel, individuals and groups within the campus community, Statewide Academic Senate, and Chancellor's Office. (E)
- Disseminates information, written and verbal, to administrators, faculty, and classified staff regarding Senate program procedures, policies, Title 5, Education Code, and local rules and regulations. (E)
- Works closely with Human Resources on Recruiting, and equivalencies. (E) Exercises independent judgment and discretion in evaluating and/or resolving problems, complaints and issues from departmental personnel based upon the application of established policies and procedures, and applicable rules and regulations. (E)
- Represents the Office of the Academic Senate and the College; responds to requests for information and inquiries from faculty, administrators, outside agencies and the general public regarding District programs, policies, procedures and regulations. (E)
- Maintains, updates, and distributes the College Faculty Handbook and Senate Operating Procedures Handbook. (E)
- Prepares and maintains a variety of administrative records and files, including materials that can be of a confidential nature and legally required materials. (E)
- Supports work of Faculty Professional Development committee by preparing and distributing the annual calendar of approved Professional Development activities and amend as necessary throughout the year. Maintain central database/files of professional development activity attendance and evaluation forms. (E)
- Provides complex and responsible coordinator duties requiring specialized and extensive knowledge of committees, task forces, and other special groups within assigned functional area. (E)
- Types, proofreads, and edits reports, correspondence and other documents to ensure completeness, accuracy, and compliance with district rules and regulations. (E)

- Makes travel arrangements for the Academic Senate President, and other Senate Officers as needed. (E)
- Composes correspondences independently; determines appropriate format and presentation; develops and revises forms. (E)
- Conducts independent research and analysis in order to complete special and unique projects on behalf of the Academic Senate President and Senate Executive Committee. (E)
- Inspects documents, forms, records and other materials for accuracy and completeness; processes a variety of forms and documents according to established procedures; ensures conformance to established guidelines and standards. (E)
- Provides work direction and guidance to hourly personnel, students, and others as assigned. (E)
- Screens incoming correspondence, organizes materials for review; handles matters not requiring the Senate President's attention; and directs matters to others as appropriate. (E)
- Prepares purchase requisitions; assigns account numbers; verifies availability of adequate funding; inventories and orders office supplies; and follows up with the Office of Business Services regarding status of purchase orders. (E)
- Prepares and maintains records of expenditures, encumbrances and current balances related to the Academic Senate budget, and for the various Academic Senate Standing Committees. (E)
- Assists the Office of the President with related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Two years of college-level course work; AND three years increasingly responsible high-level clerical and office coordination experience.

KNOWLEDGE OF:

- Operations, procedures and activities of the Academic Senate office.
- Philosophy, objectives and policies of the Academic Senate.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Statistical record-keeping techniques.
- Advanced recordkeeping methods.
- Operation of office machines including computer equipment/applicable software.
- Basic math and statistical analysis.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of training and providing work direction.

ABILITY TO:

- Perform responsible administrative support duties.
- Interpret and apply rules and policies with good judgment while carrying out a variety of office assistance, analytical and administrative detail assignments.
- Provide specialized assistance and information concerning the Academic Senate office.
- Train and provide work direction to others.
- Compose correspondence independently.
- Perform difficult and complex office assistance, record keeping, and administrative detail work with speed and accuracy.
- Compile and verify data and prepare reports.

- Effectively and efficiently use a computer, other automated office equipment, and standard applications software.
- **Type at 50 words net per minute from clear copy.**
- Compile and organize data and prepare reports.
- Learn and apply procedures, rules, regulations and terminology concerning the Academic Senate.
- Skillfully operate automated equipment.
- Deal tactfully and courteously with others in answering questions, disseminating information and providing assistance with Health Sciences policies and operations.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

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

CONTACTS: Co-workers, other departmental staff, faculty, vendors, and external agencies.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting light objects.
- Reaching to file and retrieve records.

WORKING CONDITIONS:

- Busy office environment.
- Constant interruptions.
- Frequent interaction with faculty, administrators and staff.