

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS SPECIALIST

CMS Salary Range 21

(Revised 1-17-13)

BASIC FUNCTION:

Under the general supervision the Vice President Academic Affairs performs professional work in implementing curriculum actions in the preparation and dissemination of the college catalog and schedules; prepares reports and conducts research and analysis for projects; compiles adjunct instructor pay data through reports and coordinates with HR/Payroll departments for processing; defines and analyzes problems, recommends and implements computer-based and other solutions; provides varied program assistance to the overall instructional program; and performs related work as required.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Coordinates, prioritizes, and completes activities related to curriculum changes, production and maintenance of the college schedules of classes and catalog, and requirements for state reporting; ensures integrity of the Banner schedule and catalog databases which supports schedule building, registration, FTES and MIS reporting, faculty load and pay. (E)
- Provides informational support to the AP&P committee (co-chairs) regarding curriculum procedures and past practices. (E)
- Interprets and applies college policy and faculty union contract specifics; calculates full-time faculty load including determination of additional pay which is forwarded to payroll; facilitates adjunct instructor pay through reports and assistance to HR, payroll and division offices. (E)
- Gathers, researches, provides or handles documents, data or information related to bargaining positions and negotiation proposals. (E)
- Creates full-time faculty absence report for HR following established practices. (E)
- Researches information; creates queries, compiles data and prepares a wide variety of periodic and special statistical reports related to instructional activities; investigates database issues and determines appropriate course of action. (E)
- Interfaces with faculty, administration, and staff to provide information and assistance regarding the instructional program. (E)
- Serves on teams assigned small to large campus changes including making calendar changes to the condensed calendar, changes to the faculty contract pay process, and changes to registration due to technology. (E)
- Serves on variety of committees as required. (E)
- Performs other duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work in business, secretarial science, office management or related field and five years increasingly responsible office assistance experience.

KNOWLEDGE OF:

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

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

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.

Public relations techniques.

ABILITY TO:

Provide complex administrative support to the head of a major functional district-wide activity.

Plan, organize, coordinate and participate in complex 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 from clear copy.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Create working timelines and meet critical deadlines.

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 a word processor, calculator, and copier.

Make arrangements for meetings.

Train and provide work direction to others.

Make accurate mathematical calculations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to Academic Affairs Technician.

CONTACTS: Co-workers, administration, faculty, and other campus wide 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.

Must have flexibility to occasionally work evenings or weekends to meet critical deadlines.