

ADMINISTRATIVE ASSISTANT/SCHEDULING SPECIALIST FOR THE DEAN
(Classified Bargaining Unit Position)
(Range 34)

DEFINITION

Under general supervision of the Dean of Academic Affairs/Student Services, assist in the administration of student learning/student services and activities through performance of administrative, technical, analytical, clerical and secretarial tasks, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant/Scheduling Specialist for the Dean is distinguished from other positions in regard to the required level and scope of knowledge of instructional/student services programs including the technical aspects of class scheduling, policies and procedures, and contract provisions for hiring, workload and performance evaluation.

Incumbents in this position support student learning outcomes and institutional effectiveness by facilitating processes required for District operations, such as data input into the class schedule and college catalog and by participating in the provision of services to students who are underrepresented or have a qualified disability, thereby giving such students within these targeted programs a chance to achieve their educational goals and opportunities.

ESSENTIAL FUNCTIONS

- Develop the class schedule; input data of preliminary schedule; identify and resolve problems; provide technical expertise to staff to determine ongoing needs;
- Code special scheduling information; and work with division chairs, directors, managers and coordinators for revisions of the class schedule;
- Coordinate all schedule-building timelines and distribute and collect materials used by the divisions in constructing class schedules;
- Assign or verify appropriate dates, codes, room assignments and resolve conflicts;
- Maintain the class schedule database throughout the semester, enter changes, additions and deletions, and distribute schedule updates to appropriate departments, edit database for accuracy and compliance; insure accuracy for state reporting/MIS;
- Design and produce a variety of computer-generated statistical reports as requested;
- Coordinate and maintain faculty workload records including exceptions for release time, carryovers, large-class assignments, and adjust loads as directed;
- Monitor faculty loads to assure compliance with labor contracts; maintain instructors' workload manual, in accordance with state reporting requirements;
- Update schedule data and instructor workloads throughout the semester and communicate assignment changes to the Human Resources and Payroll departments;
- Gather, assemble, and distribute materials for faculty evaluations; schedule pre and post conferences; monitor timelines for the evaluation process;
- Schedule appointments and arrange meetings for the Dean;
- Monitor faculty evaluations for completeness and compile and disseminate data to complete the evaluation process;
- Perform technical, complex, and specialized data collection, analysis to generate reports;
- Assist the Dean in faculty/staff recruitment and hiring processes;
- Assist the Dean in monitoring cluster and division/department budgets;
- Monitor curriculum changes and the impact on schedule and instructor loads as directed by the dean;
- Communicate with other colleges and external agencies to gather, synthesize, and provide information regarding cluster programs and services;
- Disseminate staff development contracts for faculty and assist the faculty and manager in verifying

compliance;

- Coordinate the recruitment and evaluation process for division chairs, directors and/or coordinators;
- Facilitate the processing of student concerns and grievances;
- Organize unit plan materials, synthesize and compile cluster plan;
- Assist the dean in monitoring program review process and follow-up as necessary;
- Gather information from a wide variety of sources, analyze and summarize the data in a useful, understandable manner;
- Anticipate the needs of supervisors and provide supportive data and materials;
- Schedule and attend regular cluster meetings, develop agenda, based on input from the dean and division chairs and/or directors, and take and distribute minutes;
- Receive information from and provide information to division/department staff;
- Receive and review all incoming mail; distribute and file as necessary;
- Order supplies, materials and equipment;
- Oversee the work of temporary clerical workers;
- Perform other related duties as assigned.

Essential functions of particular positions within classifications may vary because job duties may vary by work location.

QUALIFICATIONS

Education:

Required

- Graduation from high school or equivalent;

Preferred

- Associate degree; **or**
- Two years of college level coursework; **or**
- Formal training beyond high school and three years of closely related computer-based data analysis work experience.

Experience:

Required

- Either three years of secretarial experience equivalent to the Secretary II level at Cuesta College or four years of increasingly responsible secretarial/clerical experience;

Preferred

- Class scheduling experience in a school or community college;
- Experience working with individuals with disabilities;
- Experience working with programs such as DSPS, EOP&S/CARE and Financial Aid;
- Experience working with a diverse population of students.

Or any equivalent combination of education and experience.

Knowledge of:

- Techniques of project or class scheduling, time management and coordination;
- College organization, policies, rules, and programs;
- Modern office methods and practices, equipment, filing procedures, receptionist and telephone techniques;
- Principles of business letter and report writing;
- FERPA guidelines;
- ADA and other legal requirements for community college students with disabilities;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;

- District policies and procedures.

Ability to:

- Apply a high level of judgment and discretion; adapt to the dynamics of organizational, procedural and policy changes;
- Maintain confidentiality of student as well as personnel matters, records, data base information and other sensitive files;
- Plan, organize, coordinate, complete and follow-through with multiple tasks;
- Work with a very high level of independence, initiative, and accountability;
- Understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions;
- Meet critical deadlines;
- Communicate effectively orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):

Required

- Minimum 50 wpm Keyboarding/Typing certificate.

CCCUE Approval: 08/07/2006; 05/14/2012;
Board of Trustees Approval: 08/05/1998, 09/06/2006; 05/22/2012;