

College of the Redwoods

Position Description

Position: Academic Affairs Specialist	Position Number:
Department: Academic Affairs	FSLA: Non-exempt
Reports to: Vice President or management designee	Salary Grade: 116

Summary

Under the direction of the Vice President or management designee, plans, schedules, and performs technical support to develop and maintain course schedules and catalogs, faculty assignments and facilities use for instruction.

Essential Duties and Responsibilities

- Coordinate the review of proposals for new curriculum and revisions to currently approved curriculum. Advise faculty, administrators, and other staff on important details for the preparation and development of curriculum proposals.
- Provides direct clerical support for the District Curriculum committee.
- Perform the technical and clerical aspects for the production of the college catalog, schedule, and related publications. Independently solicit and collect data from departments and campuses for the production of the schedule and catalog. Prepare final printed schedules. Maintain the master copy of the course catalog, including class listings.
- Provides direct support for District course, degree, and certificate approval processes.
- Establish and maintain filing systems to create archives for curriculum, catalog, and schedule matters.
- Maintain changes to course pre-requisites or co-requisites, recommended preparation, and status in the Datatel system.
- Work with academic divisions to gather initial semester offerings. Review for inaccuracies and resolve all issues.
- Enter and maintain faculty assignments. Prepare and distribute updated reports to divisions on faculty and staff assigned sections.
- Perform technical and minor clerical duties involving the use of independent judgment and an understanding of departmental functions and procedures. May answer telephone calls, provides information as appropriate, routes calls as necessary.
- Make arrangements for and schedule a variety of meetings connected with curriculum and the production of the schedule of classes and catalog. Record and transcribe minutes as assigned.
- Collect and compile statistical and financial data and other information for inclusion into special and recurring research, reports, and records. Organize institutional information into accessible files for use by others.

- Compose complex documents from rough drafts or verbal. Review and proof documents, records, and forms for accuracy, completeness and conformance to applicable standards.
- Perform related duties as assigned in support of the overall mission of the department.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of the course and schedule development process, including dates, academic requirements, and curriculum. Requires attention to detail in order to maintain accuracy in the course/section/assignment database. Requires well-developed writing and editing skills to review and produce professional communications. Requires knowledge of and skill in using modern office productivity software including word processing, spreadsheets, academic databases, and desktop publishing. Requires sufficient human relations skills to convey technical concepts to others, to assist in facilitating group processes, and giving information to the public.

- **Abilities**

Requires the ability to independently perform the duties of the position efficiently, effectively, and with confidentiality. Must be able to plan and prioritize tasks in order to meet required schedules and timelines. Requires the ability to write, layout, and edit a wide range of written materials. Must be able to communicate with contacts both inside and outside of the organization in a manner which reflects positively on the College.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various office and conference room settings. Requires arm, hand, and finger dexterity to operate keyboard, typewriter and other office equipment at an advanced rate. Requires visual acuity to observe, read and write alphanumeric characters.

- **Education and Experience**

The position requires graduation from high school supplemented with post-secondary coursework, plus three years of experience working in an educational setting, including at least one year experience dealing with curriculum, courses, or faculty assignments. An Associates or higher degree may substitute for some experience.