

College of the Redwoods

Position Description

Position: Schedule and Assessment Support Specialist	Position Number:
Department: Instruction/Student Development	FLSA: Non-exempt
Reports to: Vice President	Salary Grade: 120

Summary

Under the direction of the Vice President, perform responsible duties independently related to the publication of the District's class schedules including center locations; research and compile scheduling data and schedule facilities and performs technical support to develop and maintain catalogs and faculty assignments. This position also supports the program review and assessment activities of the college.

Essential Duties and Responsibilities

- Coordinates the development, preparation and timing of the District's class schedule; enters data in student database and ensures accuracy of units, times, locations, days, and other course-related information for compliance with District and state regulations.
- Coordinates class schedules with room assignments for optimum use of buildings and equipment.
- Monitors instructor semester loads, overloads and annual load totals; review faculty load summaries for discrepancies; calculate percentage of scheduled hours taught by each instructor; enter and adjust assignments as necessary for the District.
- Revise and maintain class schedule; modify database with class or faculty changes as necessary; confirm changes with administration.
- Prepare and maintain various reports related to research and analysis of campus and District data; prepare historical load/assignment reports on individual and faculty; summarize current and historical load summaries; analyze report data and recommend changes as appropriate.
- Develops and maintains the District's standard practices and procedures for accurate data extraction, analysis, and reporting from database files.
- Provides technical and analytical support to others regarding the planning, analyzing, and reporting processes to be used in schedule and room planning.
- Works with internal and external auditors in providing records and documents for completion of periodic audits.
- Provides support for the Program Review and Assessment Committee functions of the college.
- Maintains course and program level database on SLO's to assist instructional and student development assessment.
- Provides technical review of curriculum proposals and coordinates with A&R Manager and MIS Technician in updating Datatel forms.
- 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.

- Maintain changes to course pre-requisites or co-requisites, recommended preparation, and status in the Datatel system
- Updates degree audit syntax programming.
- Maintains the degree audit system and resolves related issues brought forward by other staff.
- Enter and maintain faculty assignments. Prepare and distribute updated reports to divisions on faculty and staff assigned sections.
- Positively contribute to the college's program review and assessment discussions and efforts to assure adherence to accreditation standards.
- Assist in analyzing and recommending improvements to CR's ongoing outcomes assessment, program review and integrated planning processes.
- Research and 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, assessment and the production of the schedule of classes and catalog.
- Record and transcribe minutes as assigned.
- Performs related duties as assigned.

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

Ability to:

- Work with large, complex data files. Perform relational database queries, data analysis, interpretation, documentation, and presentation of research findings.
- Use computer applications including Microsoft Excel, Word, PowerPoint applications and relational databases.
- Work independently and collaboratively while under pressure; productively organize, prioritize, and manage multiple concurrent projects; and consistently meet schedules and timelines.
- Communicate effectively, both orally and in writing.
- Promote use and access of information for assessment and decision-making.
- A proven record in working successfully with diverse populations.
- A positive attitude and ability to plan and adapt to change.
- Ability to collaborate effectively with college departments and cross-functional teams.
- Strong interpersonal, oral and written communication skills.

Physical Abilities

Requires sufficient visual acuity to recognize words and numbers; speech and auditory abilities to

carry on conversations in large audience, personal, and phone conversations.

Education and Experience

The position requires an Associate's degree in a business discipline and four years of experience working in an educational setting, including at least one year experience dealing with curriculum, courses, or faculty assignments. An Bachelor's degree may substitute for some experience.

Licenses and Certificates

May require a valid driver's license.