Academic Scheduling Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex analysis and reporting functions with College-wide or District-wide effect. Implement and oversee the academic scheduling function, facility scheduling, and catalog production activities; develop and analyze data and perform research and special projects for assigned area; assist managers with various reports, data and analysis related to assigned activities.

REPRESENTATIVE DUTIES:

1. Oversee and coordinate the instructional scheduling for the college; train certificated and/or classified division scheduling coordinators, division deans, and others, in the development and production of the academic schedule of classes for the college.

2. Independently perform complex analysis and reporting having College-wide or District-wide reports.

3. Develop, oversee and coordinate catalogs and class schedules affecting college instruction, facilities, campus security, plant services, and central services.

4. Administer the program budget; determine, monitor, and control program expenditures.

5. Perform complex research assignments providing written reports, as appropriate; utilize spreadsheets and specialized software to provide graphs, charts, and tables, as needed; provide analysis and interpret results.

6. Design and develop reports based on special projects; research and analyze topics related to the program.

7. Operate a computer utilizing specialized and functional-related software and a variety of office equipment.

8. Prepare and coordinate the schedule timeline for completion and publication of the schedule of classes.

9. Serve as a lead and resource to others for data, research, special projects, schedules and other information pertaining to the program; provide training in the proper operation of the scheduling software system.

10. Participate in marketing the college and developing marketing materials.

11. Train and provide work direction to classified and casual employees in the operations, policies, and procedures of the scheduling office.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Organization rules, statistical processes, and procedures specific to the scheduling office.

2. Program planning and implementation.
3. Applicable sections of State Education Code and other applicable laws.
4. District organization, operations, policies, and objectives.
5. College operations, policies, rules, and regulations.
6. Operation of a computer terminal and assigned software.
7. Budget administration.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience, and courtesy.
10. Principles of training and providing work direction to others.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Coordinate and assign classes to on- and off-campus facilities including the day, evening and weekend program.
3. Perform complex analysis and reporting typically with College-wide or District-wide reports.
4. Participate in marketing the college and developing marketing materials.
5. Assist managers with a broad range of reports, schedules, and activities.
6. Develop and meet schedules and time lines.
7. Communicate effectively both orally and in writing.
8. Prepare and maintain a variety of records and reports.
9. Work independently with little direction.
10. Interpret, apply and explain rules, regulations, policies and procedures.
11. Plan and organize work.
12. Prepare clear and concise schedules, correspondence, reports, presentations and other materials.
13. Establish and maintain cooperative and effective working relationships with others.
14. Maintain current knowledge of instructional technologies, administrative, computing, and office automation.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in a related field and two years experience in a related environment including experience in program development and implementation.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

DATE APPROVED: March 1, 1999
RANGE: N-55
EEO-CATEGORY: H-30