Academic Services Assistant

BASIC FUNCTION:

Under the direction of the Dean of Academic Services, performs a wide variety of administrative duties for the department. Primary focus on supporting catalog and scheduling activities, receiving some direction from Academic Services Coordinators and Technician. Assist with reports, data collection and monitoring of projects.

REPRESENTATIVE DUTIES:

1. Performs data entry related to academic services functions such as maintenance of curriculum, catalog and schedule information using various database and tracking tools.
2. Assist with general scheduling of space and monitoring of usage including monitoring of seat counts for dual and co-listed classes to prevent over-enrollment during registration.
3. Manage incoming and outgoing communications including phone coverage, mail and correspondence.
4. Designs and develop reports based on special projects; research and analyze topics related to the programs.
5. Generate reports from various databases and prepare lists of requested data sets as needed.
6. Support department staff by performing general administrative tasks such as meeting coordination, copying of materials, generating meeting notes, filing and scheduling of appointments.
7. Assists in the preparation of Curriculum meetings by preparing agenda, handouts and taking minutes.
8. Takes responsibility for class cancellations and posts all class cancelled and room-change signs.
9. Operate a computer utilizing specialized and functional-related software and a variety of office equipment.
10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. District organization, operations, policies and objectives.
2. College operations, policies, rules and regulations.
3. Operation of a computer terminal and assigned software.
4. Oral and written communication skills.
5. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
1. 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. Assist supervisor with a broad range of reports, schedules and activities.

3. Use personal computer to perform common office support functions.

4. Communicate effectively both orally and in writing.

5. Prepare and maintain a variety of records and reports.

6. Work independently with little direction.

7. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Twelfth grade and one year experience in a related environment.

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: February 2006
RANGE: N-42
EEO-CATEGORY: H-50