

ACADEMIC SCHEDULING SPECIALIST

DEFINITION

Performs paraprofessional and technical duties related to the production of a college's schedule of classes and catalog.

TYPICAL DUTIES

- Writes instructions and develops worksheets and time lines for use by department chairs in submitting information for the class schedule and catalog of a college.
- Reviews information submitted for a college's class schedule and catalog for completeness, accuracy, and conformance to policies and practices for the Office of Academic Affairs.
- Compiles data and prepares draft or camera ready copy of a college's class schedule and catalog for submittal to the printer.
- Coordinates time lines, printing requirements, delivery and mailing schedules for a college's class schedule and catalog with the printer.
- Critically reviews and resolves discrepancies in faculty assignments, class assignments, time schedules, room assignments, and related matters which includes correcting and/or inputting information in the scheduling database in cooperation with department chairs and personnel office staff.
- Participates with administrative staff in making editorial decisions such as format, document size, and use of artwork for the class schedule and catalog of a college.
- Recommends and initiates procedural changes to expedite transmittal of information and/or facilitate implementation of policies and programs.
- Maintains the database used for student registration by making daily changes and updates, troubleshooting database problems identified by staff in Admissions and Records or the Business Office, generating reports, and changing bulletins.
- Uploads and maintains schedule and catalog information on a college website.
- Gathers data and prepares reports on matters such as full-time equivalents, class size, weekly student contact hours, room utilization, faculty assignments, and staffing.
- May conduct training sessions for administrative and departmental staff on procedures related to the production of a college's class schedule and catalog and information available in the Office of Academic Affairs.
- May provide administrative support functions to the Office of Academic Affairs such as compiling data and information, responding to routine inquiries from staff and other District offices, preparing and processing operational documents, and resolving problems related to the work of the office during peak workload periods or in the absence of assigned staff.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Academic Scheduling Specialist** performs paraprofessional and technical duties related to the production of a college's schedule of classes and catalog. Use of computers and advanced software applications is an integral aspect of the duties.

An **Administrative Aide** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, purchasing, personnel, payroll, contracts, scheduling, and other centralized administrative activities. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties. The class of **Administrative Aide (Confidential)** is distinguished from the class of **Administrative Aide** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

SUPERVISION

General supervision is received from a Vice President, Academic Affairs or his/her designee. Functional supervision may be received from an academic or classified supervisor. May provide work direction to assigned clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Computer software used for producing college class schedules and catalog such as Protocol, SAP and DEC interfaces
- Computer software such as word processing, spreadsheet, database management, web, graphics, and desktop publishing
- Basic policies and procedures related to academic personnel assignments and transactions
- Payroll rules, policies, and records affecting time reporting for academic staff
- Organization and key staff of major operating units of the college and the District
- District policies and procedures related to the operations of an Office of Academic Affairs
- Practices and procedures of office management
- Public relations techniques for public contact in person and on the telephone
- Basic research methods
- Report and business correspondence formats
- Proper business English, punctuation, spelling, and grammatical usage
- Organization and use of records and file

Skill in:

- Use of computer equipment

Ability to:

- Efficiently produce a college class schedule and catalog using computer software such as Protocol, SAP and DEC interfaces
- Effectively utilize the features of computer software such as Word, Excel, Access, Photoshop, and Adobe Acrobat and resources such as the business warehouse and crystal reports to create and maintain files, retrieve data, manipulate data, format reports, and publish final documents
- Understand, interpret, apply and explain District rules, guidelines and procedures
- Critically review and troubleshoot software and data problems and take corrective action
- Gather and compile data in written, tabular, and graphic form
- Evaluate work methods and efficiency
- Perform mathematical computations of moderate difficulty
- Effectively communicate orally and in writing
- Write clear and effective reports, correspondence and informational materials
- Work independently on assigned projects
- Meet schedules and critical time lines
- Train and provide work direction to others
- Establish and maintain effective relationships with administrators, division chairs, staff and the public
- Maintain-a variety of logs, files, and records
- Learn specialized software applications and systems used in the assigned unit

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. A bachelor's degree from a recognized four year college or university which must have included or been supplemented by 18 semester units in computer applications technology, computer information technology, math or a closely related field.

OR

- B. An associate's degree or its equivalent from a recognized college or university with a major in computer applications and office technology (CAOT), computer information technology, math, or a closely related field **AND** two years of full-time paid experience in coordinating the clerical operations of an office or in desktop publishing. The required experience must have included responsibility for establishing project schedules and logistics, developing and maintaining a database, and resolving database problems. Related experience in a college setting is desirable.

OR

- C. Graduation from high school or its equivalent **AND** two years of full time paid experience with the Los Angeles Community College District which included responsibilities related to the preparation of a college catalog, college class schedule, or the assignment of academic staff. College-level course work in computer applications and office technology (CAOT), computer information technology, math or a closely related field is desirable.