

ADMINISTRATIVE ASSISTANT, ACADEMIC AFFAIRS

DEFINITION

Performs paraprofessional staff duties to relieve a Vice President, Academic Affairs, of administrative details relative to instructional services and programs administered by the Office of Academic Affairs on a college campus.

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 schedules catalogs for submittal to the printing department.
- Coordinates time lines, printing requirements, delivery and mailing schedules for a college's class schedule and catalog with the printing department.
- Resolves discrepancies in faculty assignments, time schedules, room assignments, and related matters with department chairs.
- 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 personnel in Admissions and Records, generating reports and changing bulletins.
- Gathers data and prepares reports on matters such as full-time equivalents, class size, weekly student contact hours and room utilization.
- Relieves professional staff of administrative details such as compiling data and information, responding to routine inquiries from staff and other District offices, and resolving problems related to the work of the Office of Academic Affairs.
- Assists in the preparation and processing of operational documents such as budget transactions, purchase requisitions, contracts, and physical plant work requests for the Office of Academic Affairs.
- 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.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrative Assistant, Academic Affairs**, provides paraprofessional staff assistance to a Vice President, Academic Affairs, which includes responsibilities for the production of a college's class schedule and catalog, the maintenance of the student registration database, the preparation of operational documents, reports, communications, and the completion of other assigned projects in an Office of Academic Affairs. Use of computers and advanced software applications is an integral aspect of the duties.

An **Administrative Assistant, Administrative Services**, provides paraprofessional staff assistance to a Vice President, Administrative Services, in executing his/her administrative responsibilities over the areas of budgeting, purchasing, personnel, payroll, contracts, and other centralized administrative activities of a college. Work assignments require the incumbent to be able to work independently and use good judgment and apply reasoning skills. 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. Functional supervision may be received from an academic or classified supervisor. Functional supervision may be exercised over assigned clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District policies and procedures related to the operations of an Office of Academic Affairs
- Organization and key personnel of major operating units of the college and District
- Computer software used for producing college class schedules and catalogues
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing
- Practices and procedures of office management
- Fundamentals of public relations techniques
- Basic research methods
- Report and business correspondence formats
- Proper business English, punctuation, spelling, and grammatical usage
- Organization and use of records and files

Skill in:

Use of computer equipment

Ability to:

Organize and coordinate the preparation and production of major projects
Understand, interpret, apply, and explain District rules, guidelines and procedures
Utilize computer software to design records, create and maintain files, manipulate data, format reports and publish final documents
Critically review source data, detect, and correct errors
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
Meet schedules and time lines
Train and provide work direction to others
Establish and maintain effective relationships with administrators, 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 technology, 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, and 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 personnel. College-level course work in computer applications technology, computer information technology, math or a closely related field is desirable.