

**PALOMAR COMMUNITY COLLEGE DISTRICT
Academic Department Assistant**

**PALOMAR COMMUNITY COLLEGE DISTRICT
ACADEMIC DEPARTMENT ASSISTANT**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of complex and responsible administrative support functions for an assigned academic department or program requiring a detailed knowledge of District policies, practices, and procedures; to prepare a variety of administrative and analytical reports on program activities; to perform class scheduling and related functions on applicable computer systems and software; to provide information and assistance to faculty and students; and serve as a liaison between assigned program or academic area and students and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Department Chair or Program Director. May also receive direction from the Instruction Office and Division Dean.

May exercise functional and procedural supervision over short-term, volunteer or student staff. May also serve as a functional lead to lower level support staff within an assigned department.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform complex procedural and administrative duties in support of an academic department or program; including coordinating office functions and processes; maintain inventories of supplies, monitor equipment use and repair; organize and attend a variety of meetings; serve as recorder; take and prepare minutes; disseminate information as appropriate.
2. Analyze, compile, maintain, revise, and input data for the preparation of class schedules integrating multiple factors including the availability of full-time and part-time faculty, classroom space to meet specific requirements and available FTEs/budgets; accurately develop and maintain room chart of scheduled classes; resolve room conflicts when creating class schedules; maintain charts of department's/program's available rooms within the department's ownership.
3. Orient new department chair/program director, part-time faculty, and other department personnel on District and department policies, procedures, and practices; serve as liaison between assigned department or program and faculty, students, other academic departments or programs and various community organizations.
4. Verify and/or assist in coordinating instructor load planning and FTEs; calculate instructional costs; verify faculty load/schedule information sheet, including dates, hours and professional development time; calculate benefits for professional development hours; compile and verify pay notice lists of all hourly and overload instructors for assigned semesters; send pay notices to instructors; follow up regarding missing pay notices; ensure accurate data entry of all pay notice information; monitor instructor loads and instructional costs by program.
5. Compile lists of textbooks to be ordered for assigned classes; disburse textbook requisition forms to appropriate staff for each discipline being taught; check off completed requisitions on logs and submit to bookstore for ordering; distribute textbooks and materials to instructors as received; research and resolve textbook ordering discrepancies and problems; contact publishers to order

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preview copies of textbooks; compile instructors original text material for submission toward graphic publication or duplication and distribution.

6. Maintain computerized course outlines of record for assigned academic department; distribute copies of each course outline to appropriate instructors; process modifications to outlines and secure signatures of approval; implement curriculum changes according to proper format.

7. Prepare, assign account codes and process purchase requisitions; purchase requested items and reconcile invoices to statements; process invoices for payments; prepare and process legal agreements and contracts between outside facilities and other districts pertaining to a specific program.

8. Assist in development of department and grant budgets; create budget forecasts and generate reports based on specific criteria; monitor expenditures and research and correct discrepancies; post data and maintain accurate balances; analyze and recommend budgetary adjustments.

9. Respond to inquiries and requests from faculty and students on a wide variety of program and academic issues requiring the application and interpretation of District and department policies, procedures and program requirements with a high degree of accuracy; explain requirements and research and resolve issues including complaints and problems.

10. Schedule and coordinate various seminars, presentations, workshops and other informational or academic meetings; prepare brochures and informational flyers regarding dates and times of meetings; accept monies for appropriate events; confirm all information with scheduled speakers.

11. Provide support for the instructor evaluation process; distribute evaluation packets and receive completed forms; word process evaluation form comments for adjunct faculty as requested.

12. Prepare and post notices on classroom doors to notify students of instructor's absence; process appropriate forms to report instructor's absence; assign a substitute and complete appropriate forms; monitor enrollment of assigned classes to determine if a class needs to be cancelled; send notification of cancelled classes to appropriate staff; maintain computerized list of cancelled classes; notify all students registered in class.

13. Develop, update and maintain content for department web site; ensure the accuracy and consistency of data and validate hyperlinks.

14. Coordinate assigned department field trips; secure signatures of approval from higher level staff; process field trip itinerary and waiver of liability forms; maintain field course budget; collect payments and balance accounts.

15. Type and proofread a wide variety of reports, letters and memoranda; compose and prepare reports as assigned; prepare various financial spreadsheets, expense reports and projections; maintain detailed and accurate confidential records and files.

Marginal Functions:

1. May oversee the work of short-term, volunteer or student staff and assume training and productivity responsibilities.
2. May assist in resolving issues relating to maintenance, facilities, and purchasing.
3. Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

1. Rules, policies, procedures and operating practices applicable to class scheduling, calculating faculty loads and contracts, facilities scheduling and related functions.
2. Practices and procedures of office administration and support.
3. Local, State, and Federal regulations, including terminology and processes applicable to areas of assigned responsibility.
4. District policies and procedures applicable to budget, purchasing, payroll, and financial record keeping.
5. Principles and practices of sound business communication in a college environment; including business letter writing and basic report preparation.
6. Correct English usage, including spelling, grammar, and punctuation.
7. Advanced use of word processing, spreadsheets, database and other standard software to create complex documents, reports, and materials.
8. Practices and procedures for developing and maintaining filing systems and records.
9. Basic research techniques, methods, and procedures.

Ability to:

1. Compile and maintain accurate class schedules and room charts for an academic department utilizing information provided by dean, directors, and faculty with direction and guidance on the more complex scheduling elements.
2. Coordinate, oversee, and provide effective day-to-day office and administrative support functions.
3. Organize, set priorities, and take initiative within areas of responsibility.
4. Work independently in the absence of supervision.
5. Interpret, explain, and apply administrative, departmental, and district policies, procedures and regulations, ensuring consistency and a high degree of accuracy while exercising good judgment and reaching sound decisions.
6. Organize, research and maintain complete and extensive office files.
7. Compose correspondence and prepare documents and reports from brief instructions.
8. Perform routine purchasing and budget functions.
9. Communicate clearly and concisely, both orally and in writing.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, diplomacy and discretion when responding to difficult requests and inquiries and in dealing with sensitive situations and concerned individuals, often requiring the interpretation and explanation of District/department policies and procedures.
12. Establish and maintain cooperative working relationships with those contacted in the course of work.
13. Operate office equipment including computers and supporting word processing, spreadsheets, and integrated systems; operate audio visual equipment in classrooms; type at a speed necessary for successful job performance.
14. Research, compile, analyze, interpret and prepare a variety of complex administrative and database reports.
15. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Three years of increasingly responsible secretarial or administrative support experience.

Training:

Equivalent to completion of the twelfth grade with some college-level coursework in business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with students, faculty, general public, and other academic institutions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of computer keyboard.