



Classification Title: Academic Department Assistant

Department:	Multiple	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	5/2023

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 by individual positions.

JOB SUMMARY.

Performs 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; performs class scheduling, instructor load planning and related functions for each semester and instructional period, using District enterprise systems and specialized software; serves as a liaison between the department or program and faculty, students, other academic departments and the community.

DISTINGUISHING CHARACTERISTICS.

The Academic Department Assistant is distinguished from other administrative support classes by its responsibility for performing specialized duties that support divisions, departments or programs in carrying out their academic missions, primarily through assistance to the dean, department chair or program director and faculty but also to students, other areas of the College and interested communities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs a variety of complex procedural and administrative duties in support of an academic department or program, including coordinating office functions and processes; serves as liaison with department/program faculty, students, advisory committees, other academic department or programs, and interested community and professional organizations; ensures the availability of needed supplies and equipment within available resources; provides information in response to questions and inquiries received by telephone, internet, mail, fax and walk-in visitors, ranging from department/course requirements and District procedures to budget balances to hiring processes.
2. Evaluates, compiles, maintains, inputs and proofs data for class schedules for upcoming semesters and instructional periods using the District's enterprise software; integrates multiple factors including curriculum changes and updates following established procedures, expected enrollments, availability of full- and part-time faculty, classroom space, available budgets, class times of course offerings, lecture/lab requirements, availability of prerequisites, variable units and other course configuration variables to draft schedules for review; identifies time and availability of rooms within the department's ownership and in other campus locations, schedules room use and resolves scheduling conflicts and problems; develops and maintains room charts for scheduled classes; after initial input, prepares written requests for schedule changes when necessary.

3. Verifies and/or assists in coordinating instructor load planning and FTEs; verifies faculty load/schedule information sheets, including data, hours and professional development time, ensuring allowable hours are not exceeded; inputs payroll notifications for classes and teaching assignments; distributes payroll and assignment notifications to all faculty; calculates instructional costs and monitors instructor loads and instructional costs by program.
4. Electronically distributes textbook requisition forms to instructors for assigned classes; assists with the submission of orders for textbooks and other materials; reconciles orders with bookstore reports; researches and resolves discrepancies and problems; contacts publishers to ensure correct texts and editions are available and to order preview copies of texts; compiles original instructor text materials to be submitted for publication or duplication.
5. Prepares and posts notices on classroom doors to notify students of instructors' absences; assigns a substitute instructor if possible and completes required forms to report instructor absences and assignment of substitutes.
6. Monitors enrollments in scheduled classes and assists the department chair in determining if a class needs to be cancelled; verifies instructors have dropped 'no show' students and submitted census rosters by the established deadline; sends notices of cancelled classes to all applicable staff and notifies students enrolled in the class.
7. Provides administrative support for the hiring of new faculty and other department/program employees; coordinates with Human Resource Services regarding requirements and documents; prints and assembles required forms and routes for appropriate signatures; may escort faculty interviewees; follows up with candidates on hiring processes and additional follow-up items; notifies candidates of approvals to work; makes arrangements for new hires, including parking permits, computer access, email addresses and other needs; orients new full- and part-time faculty and other department personnel on District and department policies, procedures and practices; provides support for the annual election of department chair and orients the new chair on relevant department and District procedures; provides support for the annual instructor evaluation process.
8. Receives and retains computerized course syllabi of record for each class being taught in an assigned academic department.
9. Prepares and processes requisitions for required supplies, equipment and service agreements, assigns proper account codes and obtains required signatures; reconciles and processes invoices for payment; makes authorized purchases using the Cal Card; reconciles Cal Card statements with records of purchases and acquisitions; reviews for accuracy and completeness and processes field trip and waiver of liability forms.
10. Assists the department chair in developing and monitoring of department and grant budgets; creates budget expenditure forecasts; prepares and updates spreadsheets to maintain and reconcile account balances and track and monitor expenditures throughout the year; prepares and routes check requests for approval; researches and corrects discrepancies; prepares expense reports and projections; keeps the department chair informed and recommends budgetary adjustments and transfers when warranted.
11. Performs a wide variety of other administrative support for the department chair and the department; word processes and proofreads reports, correspondence, brochures, flyers, posters and other written materials; copies materials for faculty; schedules and coordinates arrangements for various seminars, presentations, workshops, open houses and other informational and academic meetings; performs standard event planning tasks; maintains department, confidential and specialized student files and records.

Marginal Functions:

1. Updates and maintains content of the department web site; ensures the accuracy and consistency of data and the navigability of hyperlinks.
2. May oversee the work of short-term, volunteer or student staff, providing training, guidance and day-to-day direction of their work assignments.
3. Assists in scheduling Field and Directed Study Courses; accepts reservations and receives and processes payments.
4. Assists and provides administrative support for scheduling and conducting final examinations.

5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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:

Experience: Three years of increasingly responsible clerical or secretarial experience, preferably involving frequent public or student contact.

Education/Training: Equivalent to completion of the twelfth grade with some college-level coursework from an accredited college or university in business administration or a related field

Knowledge of:

1. Office support and administration practices and procedures, including filing and recordkeeping systems.
2. Principles and practices of sound business communication; correct English usage, grammar, spelling and punctuation.
3. Rules, policies, procedures and operating practices applicable to class scheduling, calculating faculty loads and contracts, facilities scheduling and related functions.
4. Advanced uses of standard business applications including word processing, spreadsheet and database software and other specialized software applications.
5. Policies and procedures applicable to budget, purchasing, payroll and financial recordkeeping.
6. Basic research methods and data analysis techniques.
7. Federal, state and local regulations including terminology and processes applicable to areas of assigned responsibility.
8. Concepts, practices and techniques of customer service.

Skill in:

1. Coordinating, overseeing and providing effective day-to-day administrative support for an academic department.
2. Organizing, setting priorities and taking initiative in areas of responsibility with the need for only limited supervision.
3. Interpreting, explaining and applying administrative policies, procedures and practices, relative to assigned areas of responsibility, ensuring consistency and a high degree of accuracy.
4. Evaluating alternatives and reaching sound decisions within areas of assigned responsibility.
5. Compiling and maintaining accurate class schedules and room charts for an academic department, utilizing and integrating information provided deans, directors, faculty and others, with direction and guidance on the more complex scheduling situations.
6. Performing research and compiling a variety of complex administrative and statistical reports.
7. Operating a computer, enterprise software, word processing and spreadsheet software and other standard business equipment.
8. Preparing clear, concise and accurate correspondence, reports, documents, data entries and other written materials with limited direction.
9. Communicating clearly and effectively orally and in writing.
10. Organizing and maintaining academic department and other records and files.
11. Maintaining the confidentiality of student files and records.

12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising a high degree of tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.