

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 104

CLASS TITLE: ADMINISTRATIVE NONCREDIT CURRICULUM SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean-Continuing Educations, perform a variety of complex and responsible duties requiring extensive knowledge of diverse programs and services, continuing education and Adult Education programs. This position relieves supervisor of secretarial and administrative duties; may plan, coordinate and organize office activities. This position may oversee clerical and hourly support staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain the Dean's calendar, schedule and coordinate meetings and other events with such organizations as state-wide committees, professional organizations and off-campus consortiums and affiliations; make travel arrangements

Provide technical and administrative support for WASC/Adult Education Accreditation process

Coordinate division office projects; supervise, train, and provide in-service training to new employees; assign work to hourly employees and coordinate work hours

Facilitate the adjunct faculty evaluation process (maintain instructor evaluation database, research faculty schedules, set appointments for classroom visitation and follow-up, prepare appropriate forms, distribute student evaluation forms)

Compose correspondence related to processes, projects and responsibilities

Coordinate and assist in the production of noncredit and continuing education class schedules

Coordinate the production of a yearly noncredit student handbook, create forms, flyers, programs and information for brochures, handbooks, class schedules and catalog

Research, prepare and coordinate the development of agenda items for monthly Board of Trustees meetings

Assist in the ongoing documentation of division institutional effectiveness using ePIE process

Coordinate communication and follow up with vocational faculty (credit and noncredit) to assure tracking of outcomes for noncredit vocational students for certificate purposes

Coordinate the preparation of vocational certificates for noncredit students

Review and verify office staff time sheets and absence forms

Maintain Division Office Master Calendar

Prepare Banner/Finance requisitions as needed

Perform a variety of specialized and technical duties involved in the development, maintenance and support of reporting systems (ICCIS/Banner/WebCMS) related to curriculum, degree audit and noncredit programs of study

Input, import, update and modify program, report and function specifications, data and information such as curriculum requirements, course fees, courses, grade criteria, etc.

Initiate queries and generate computerized reports and documents and noncredit certificate reports as required

Update and maintain noncredit course outlines of record and schedule technical review as needed

Submit courses and certificates to committees for review and approval as required prior to sending to the Chancellor's Office

Along with division program managers and faculty, facilitate use of WebCMS for the input of all course data, maintain course files, act as technical reviewer and approver for new noncredit courses

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an office
Applicable laws, codes, regulations, policies and procedures
Modern office practices, procedures and equipment
Record-keeping and report preparation techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Budgeting practices
Methods of collecting and organizing data and information
Operation of a computer and assigned software
Oral and written communication skills

ABILITY TO:

Perform complex and responsible secretarial duties
Plan, coordinate and organize work and office activities
Compose effective correspondence independently
Maintain confidentiality of privileged and sensitive information
Assure efficient and timely completion of office and program projects and activities

Type 60 words per minute

June 2009

Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent, A.A. degree preferred and four years of experience managing an office and providing administrative support.

60 net words per minute typing certificate

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching.