

CLASS SPECIFICATION
Academic Administrative Assistant

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, performs a variety of difficult, responsible, sensitive and confidential instructional administrative support functions for an academic division; performs a variety of difficult, sensitive and confidential secretarial support duties for an academic Dean; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Academic Administrative Assistants are responsible for independently providing complex and responsible specialized administrative support functions for an academic school of the District, requiring detailed knowledge of District policies, practices, procedures and computer systems applicable to class scheduling and related functions. Duties include compiling class schedules and calculating and inputting faculty payroll load assignments. Incumbents are also responsible for performing a variety of difficult, sensitive and confidential secretarial support duties for an academic Dean.

Academic Administrative Assistant is distinguished from Senior Administrative Assistant in that the focus of incumbents in the former class is on providing specialized administrative support such as scheduling classes and calculating faculty pay loads/contracts, in addition to performing a variety of difficult, sensitive and confidential support services for an academic Dean.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs with a significant degree of independent accountability difficult technical and administrative work in support of academic programs, functions and processes; receives, reviews and verifies accuracy and compliance with established guidelines of schedule worksheets, printer and galley proofs and incorporates appropriate changes; compiles, calculates, processes and verifies accuracy of faculty payroll load assignments and prepares and obtains signatures for load contracts/sheets; completes appropriate paperwork and secures necessary signatures for class cancellations; maintains files related to cancellations; provides appropriate notification to staff and students of class cancellations; obtains, reviews and tracks textbook requisitions to ensure textbooks are ordered for all applicable faculty classes within necessary time frames.

2. Provides confidential secretarial and administrative support to an academic Dean; using word processing and other applicable software, drafts and/or types materials, memoranda, correspondence, reports, agendas, presentations, budgets, forms, spreadsheets and other documents often of a highly sensitive nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete and obtains necessary signatures; completes, tracks and submits time-sensitive materials to ensure compliance with District policies and procedures; receives, documents and processes a variety of requests.
3. Researches and assembles information from a variety of sources for the preparation of specialized academic records, correspondence, rosters, databases and reports; designs, creates, organizes and maintains specialized and other office files; establishes and maintains confidential, subject and tickler files.
4. Maintains the School/department and/or Dean's calendars; coordinates, schedules, arranges and confirms meetings; screens requests for appointments; makes and confirms travel arrangements, including hotel and flight reservations; prepares, reviews and submits conference and travel requests.
5. Receives and screens visitors, telephone calls and correspondence, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, questions and complaints from administrators, faculty, staff, students and the public; provides information on School/department programs and policies; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; responds to and assists in resolving student grievances; meets with students to discuss grievances; reviews, determines the priority of and routes assigned incoming/outgoing correspondence.
6. Coordinates and assists in School's hiring, orientation, payroll and employment processes; acts as test proctor for assigned faculty; verifies completion of and processes new employment paperwork for School staff and faculty; conducts orientations and provides information of District and School policies and procedures to new faculty, staff and student workers; collects, verifies and inputs payroll data for faculty, substitutes, limited term employees, faculty non-teaching and special project assignments, lab aides and/or student workers; tracks, records, audits, monitors and updates assigned personnel, payroll, timekeeping and absence forms and records; explains policies and procedures to staff; reviews forms for accuracy, identifies discrepancies and unsubstantiated information and requests clarification and correction as appropriate; inputs designated employee time worked, overtime and absences; maintains schedules; interviews, selects, supervises and trains student workers; prepares and submits designated staff, faculty and Dean attendance and/or absence reports; prepares and posts notices of faculty absences and sign-in sheets on classroom doors; inputs information to record and report instructor absences; secures substitutes, if possible; updates and maintains confidential personnel records and files.
7. Provides administrative assistance for faculty, curriculum or program evaluations and reviews; schedules faculty appointments with the Dean/director to conduct evaluations; creates and distributes evaluation packets; receives, edits, distributes and maintains records of completed evaluation forms; coordinates administrative aspects of curriculum or program review.

8. Acts as School/department liaison for the Dean, department head, directors, managers, faculty, staff and students; communicates, coordinates and follows up with various divisions, departments, outside agencies or others to implement plans and actions pertinent to School/department responsibilities in compliance with District policies, procedures and standards; organizes and oversees related activities.
9. Organizes, coordinates, schedules, sets up and reserves for special events such as fund raisers, career/health fairs, awards banquets, luncheons, media services production and broadcast from cable channels and graduation ceremonies.
10. Researches and compiles data, completes reports and provides other support and assistance in preparation of the School's annual budget, budget review and year-end closing; accesses, monitors and reviews assigned expenses, budget and/or grant fund balances and keeps Dean and other management apprised of information; prepares expense and appropriation transfers.
11. Maintains designated work areas and equipment and orders and monitors inventory of School/department office and instructional supplies, equipment, books, media, periodicals and educational materials; prepares and codes requisitions; tracks purchase orders; receives and inspects shipments for accuracy and quality; resolves discrepancies with vendors; processes vendor invoices; ensures work orders and vendor service calls are completed in response to work area/standard office equipment problems; maintains related records; coordinates and processes omni/key requests and issuing and lost key replacement.
12. Plans, organizes, coordinates and makes arrangements for special events, conferences and meetings; secures event locations; arranges setup; coordinates activities and special events with other departments, vendors, government and external agencies; as applicable, takes, transcribes and distributes meeting minutes; coordinates and secures contracts with outside vendors for rental of off-campus facilities or equipment repair and maintenance.

OTHER DUTIES

1. Attends a variety of meetings, training sessions, conferences, committee workshops and seminars.
2. Conducts special projects as assigned.
3. Provides backup support for other support staff.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. District organization, rules, policies, procedures, operating practices and computer software applicable to class scheduling, calculating faculty loads and contracts and related functions.

4. Terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility.
5. Basic functions of public educational institutions, including the role of an elected Board and appointed committees.
6. Advanced uses of word processing, graphics, spreadsheet, database and other software to create and maintain documents and materials requiring the interpretation and manipulation of data.
7. Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

Ability to:

1. Operate a computer, word processing and spreadsheet software and other standard office equipment.
2. Manage multiple and rapidly changing priorities to meet the needs and expectations of management.
3. Type accurately at a net speed of 50 wpm.
4. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
6. Organize, research and maintain complete and extensive office files.
7. Compose correspondence, prepare documents and make arrangements from brief instructions.
8. Communicate clearly and effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Prepare clear, accurate and concise records and reports.
11. Maintain highly sensitive and confidential information.
12. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.
13. Establish and maintain highly effective working relationships with District management, faculty, administrators, staff, students, parents, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the College's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult instructional administration problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, faculty, administrators, staff, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.