

# IMPERIAL COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: ACADEMIC SYSTEMS SPECIALIST

### BASIC FUNCTION:

Under the direction of the Vice President for Academic Services, or designee, provide highly responsible, complex, and sensitive administrative and technical support; coordinate and maintain curriculum databases; serve as technical resource to faculty and administrators in preparation of curriculum proposals to assure compliance with State and local rules, regulations and policies; plan and coordinate the development and publishing of the college catalog; assist faculty and staff on scheduling processes and procedures; serve as a liaison to the Chancellor's Office for curriculum related matters.

### REPRESENTATIVE DUTIES:

*The following duties are typical for this classification.*

Organize and manage the day-to-day activities of the assigned area to assure efficient and effective operations; coordinate communications; perform complex, specialized and responsible administrative and technical duties related to the assigned area. *E*

Provide information and technical support to Administration and Deans concerning academic systems and catalog. *E*

Plan, organize and coordinate the preparation of the college catalog; update degree audit system accordingly; establish and meet timelines; maintain currency of information in the catalog; coordinate publishing and serve as editor for the college catalog. *E*

Perform a variety of specialized duties related to assigned Academic Services functions such as coordination and preparation of schedule; processing grade rosters; assist in updating and maintaining college catalog data; complete and generate other specialized reports and projects as required by Area Administrator. *E*

Provide information on and interpretation of policies, procedures and regulations; explain and disseminate Title V regulations to divisions, administrator, faculty, and staff; compare and contrast changes to Title V regulations and make appropriate adjustments to materials and other resources as required. *E*

Coordinate the college class schedule process (i.e. develops and review schedule, data input, quality control, auditing data, proofreading, print draft documents, resolve conflicts, communicate with departments, distribution, etc.) *E*

Research, analyze and evaluate a wide variety of issues, data, recommendations and alternatives; use independent judgment to develop and provide recommendations, suggestions or information as appropriate. *E*

Serve as a liaison between Information Services and the college on technical aspects of data bases, schedule preparation, and reporting/editing for State MIS syntactical and referential data; and function as a resource person to Information Services in matters concerning curriculum and instruction. *E*

Maintain a variety of complex files and records; maintain budget and other financial records related to assigned area, as necessary. *E*

Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required. *E*

Serve as key technical advisor in working with Information Services for problem-solve any issues related to enrollment data specific to sections and courses within the district student management system. *E*

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards. *E*

Monitor catalog regarding degree and certificate requirements; course additions and deletions; course numbers, titles, content and unit values; update degree audit system accordingly. *E*

Participate in special academic projects and events as assigned. *E*

Provide budget management support as required.

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel. *E*

Assure that Board agenda items and supporting documents are developed, prepared and forwarded within college timelines and legal guidelines. *E*

Compose correspondence independently; format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures and standards. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Federal, state and local laws, codes, and regulations.
- District organization, operations, policies and procedures.
- Modern office practices, procedures and equipment.
- Complex analysis and reporting tools
- Financial Analysis and reporting requirements
- Complex analysis and reporting tools.
- Relational database concepts, methods and techniques

- Recordkeeping techniques.
- Oral and written communication skills.
- Public relations techniques.
- Basic research methods and techniques.
- Office management techniques.
- Research methods and techniques.

**Ability to:**

- Maintain comprehensive databases.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Solve complex math and statistical computations
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Exercise good judgment in problem solving and decision making.
- Complete work with many interruptions.
- Operate a variety of office equipment.
- Make arrangements for meetings and conferences.
- Work with and exhibit sensitivity to the diverse population of community college students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to an Associate’s degree in Business, Computer Science, Computer Information Systems, Education, or related field and three years of related experience in information systems and instructional or educational programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |

- 4 d. Ability to see for the purpose of reading printed matter.
- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 25 pounds.
- 2 I. Ability to carry 25 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*