SUMMARY OF POSITION:

Reports to the Director, Curriculum and Scheduling or assigned manager. Provides primary support for scheduling, articulation, and degree audit; provides secondary support for curriculum. Facilitates production of the academic catalog and class schedule, room scheduling, articulation support, degree audit, and related duties as required. Night, weekend, and off-campus assignments may be required. Work assignment includes all District campuses and sites; location assignments other than District campuses and sites may be required.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

1. Assist in the production of an academic class schedule, within the established time lines, assuring that the published courses are consistent with the catalog file; coordinate the publication and distribution of the class schedule, including interface with graphic artist and printing companies for the printing of the class schedule.
2. Assist with auditing sections in Colleague, and work collaboratively with the Director and division offices to assure accurate input of the schedule.
3. Input room assignments, changes, and all narrative portions of the schedule.
4. Support the Director with updating, maintenance, and troubleshooting of degree audit and Student Planner.
5. Maintain instructional room schedules; identify and resolve room scheduling conflicts; assist with the determination of scheduling patterns to maximize appropriate space utilization.
6. Assist in the processing of all catalog information; input all narrative portions of the catalog; review catalog data from divisions for accuracy and completeness.
7. Work with articulation officer to review/revise Ohlone College General Education, CSU General Education Breadth, and IGETC requirements for district distribution, catalog; work with articulation officer to submit courses for CSU GE, IGETC, and articulation.
8. Prepare and update scheduling instructional handbook and other related materials each semester.
9. Assist in planning and organizing schedule production cycles; coordinating time lines and procedures resulting in the completion of each term’s instructional schedule.
10. Assist in the formulation and make recommendations for district policies affecting the scheduling areas.
11. Compose correspondence, memoranda, and narrative and statistical reports related to scheduling use.
12. Assist in the collection, compilation, and reporting on scheduling data for budgeting, enrollment management, program review, and planning; assist in the analysis of data.
13. Facilitate processing of courses with Curriculum and Scheduling Office support staff.
14. Input new/revised course information into master course files.
15. Assume other related responsibilities and perform duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles of record keeping;
- Excellent microcomputer proficiency;
- Modern office procedures;
- Formatting and proofreading techniques;
- Data processing applications and data base and spreadsheet programs;
- Principles of supervision and public relations;
- Good English composition and language usage.

Skill and Ability to:

- Work collaboratively with other staff;
- Assist in planning operational programs and activities;
- Perform complex and detailed tasks with accuracy;
- Compile and present data in narrative and statistical formats;
- Maintain accurate schedules and records;
- Ability to comprehend and apply materials having technical, legal, and policy content;
- Take accurate meeting minutes;
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students and the communities served by the College;
- Maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public;
- Operate computer equipment and software applications, including databases and web applications.

EXPERIENCE AND EDUCATION GUIDELINES: Any combination of experience and education that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and abilities would be:

**Education:** Bachelor's degree, or an equivalent combination of education and experience that indicates possession of the knowledge, skills, and abilities needed to work in and understand higher education.

**Experience:** Three (3) years of increasingly responsible full time experience in an academic environment, with a working knowledge of articulation, degree audit, and the development of academic course schedules and catalogs.
SPECIAL REQUIREMENTS  *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment. Perform repetitive motion typing activities inputting computer data.

All Tentative Agreements must be ratified as part of the entire collective bargaining agreement by both the CSEA members and the Board of Ohlone Community College District.

Revised and Presented: 03/03/2015  
Approved: 03/06/2015  
CSEA 510 Approved:  
CSEA Local Ratified:  
Ohlone Board approved:

For CSEA:  
[Signatures]

For District:  
[Signatures]