

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY**

CLASS TITLE: ACADEMIC SCHEDULING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs a wide variety of technical and clerical duties with a minimum of supervision from scheduling and catalog coordinators; assist Academic Scheduling Coordinator with various reports, data collection related to assigned activities.

REPRESENTATIVE DUTIES:

1. Performs data entry for the schedule of classes and master catalog via SIS.
2. Assists in handling all room reservations and maintaining the room book.
3. Monitoring of seat counts for dual and co-listed classes to prevent over-enrollment during registration time, on a daily basis.
4. Designs and develops reports based on special projects; research and analyze topics related to the programs.
5. Prepares list of instructors for mailbox preparation quarterly.
6. Acts as a backup for the Academic Scheduling Coordinator.
7. Processes MSI's.
8. Assists in the preparation of Curriculum meetings by preparing agenda, handouts and taking minutes.
9. Backs up the catalog coordinator in supporting the General Education Review Committee, including taking minutes and preparing agendas.
10. Maintains master course outline file and updates course outlines after Curriculum Committee approval, including uploading to the De Anza College Intranet.
11. Acts as a backup for facilities for the Evening Coordinator.
12. Prepares lists of session tables, new classes, cancelled classes and changes to the schedule of classes for registration purposes.
13. Assists in preparation and distribution of faculty contract letters quarterly.
14. Takes responsibility for class cancellations and posts all class cancelled and room-change signs.
15. Operate a computer utilizing specialized and functional-related software and a variety of office equipment.
16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Organization rules, statistical processes, and procedures specific to the scheduling office.
2. District organization, operations, policies and objectives.
3. College operations, policies, rules and regulations.
4. Operation of a computer terminal and assigned software.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.
7. Principles of training and providing work direction to others.

ABILITY TO:

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
2. Perform complex analysis and reporting typically with College-wide or District-wide reports with considerable accountability for visible and central services and activities.
3. Assist supervisor with a broad range of reports, schedules and activities.
4. Communicate effectively both orally and in writing.
5. Prepare and maintain a variety of records and reports.
6. Work independently with little direction.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Maintain current knowledge of instructional technologies, administrative computing and office automation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Twelfth grade and one year experience in a related environment.

WORKING CONDITIONS:**ENVIRONMENT:**

1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

DATE APPROVED: August 22, 2000

RANGE: N-42

EEO-CATEGORY: H-50