

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Academic Services Technician (Curriculum and Scheduling)

Job #07-131

Closing Date: 02/02/07

The Foothill-De Anza Community College District is currently accepting applications for **Academic Services Technician, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean of Academic Services, ensure functionality of data management systems used to support academic services functions. Participate in the development and implementation of software packages and upgrades. Monitor system for accurate and effective performance. Troubleshoot, research and resolve functional and technical problems. Work closely with other technical staff to resolve issues. Administer and maintain facility space and curriculum management systems for academic services. Create training documentation and provide training to new users. Set up security access for new users and provide ongoing functional and technical support to all systems users. Deliver training as upgrades and changes are implemented. Process Master Input Schedules (MSI's) and verify accuracy of data. Handle all room reservations, room emergencies, final exam and space conflicts. Create and post room change signs and distribute open classroom lists. Design and develop reports based on special projects. Research and analyze topics related to academic services. Administer and coordinate systems upgrades, customizations and expansions. Maintain up-to-date knowledge of changes through attendance at relevant conferences and through consultation and networking with other colleges and universities using similar systems. Collect, input and verify data related to curriculum, catalogs and schedules. Post information to applicable college or district web sites. Create curriculum committee meeting agendas and meeting materials and prepare minutes. Serve as a back-up for the academic services coordinators. Maintain master course outline file and update course outlines after curriculum committee approval. Upload course outline updates to the De Anza College Intranet. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree.
3. One year experience in a related environment.

In addition, successful candidates will demonstrate the following:

1. Knowledge of organization rules, statistical processes, and procedures specific to the academic services.
2. Knowledge of data management systems, system administration and troubleshooting.
3. Knowledge of applicable sections of State Education Code and other applicable laws.
4. Ability to use interpersonal skills with tact, patience and courtesy.
5. Ability to train and provide work direction to others.
6. Ability to administer and maintain a complex relational database.
7. Ability to perform complex analysis and reporting.
8. Ability to communicate effectively both orally and in writing, including development of training materials and conducting presentations.
9. Ability to work independently with little direction.
10. Ability to interpret, apply and explain rules, regulations, policies and procedures.
11. Ability to establish and maintain cooperative and effective working relationships with others.
12. Ability to plan and organize work.
13. Ability to develop and follow complex schedules and timelines.
14. Ability to maintain current knowledge of instructional technologies, administrative computing and office automation.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Academic Services Technician.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

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CONDITIONS OF EMPLOYMENT

Salary: \$3,847.78 per month plus benefits; level N-46

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>