

MONTEREY PENINSULA COLLEGE ACADEMIC AFFAIRS COORDINATOR

JOB SUMMARY

Under the supervision of an academic affairs administrator, perform a variety of routine, complex, and technical tasks related to the implementation, maintenance, and evaluation of scheduling, curriculum, and enrollment management systems and processes and program reporting to ensure compliance with local, state, and federal regulations and policies. Assist with coordinating the production of the College's schedule of classes and College catalog; implementing curriculum and scheduling processes and maintaining databases; preparing and submitting academic affairs reporting requirements; and supporting strategic enrollment management planning. Coordinator functions of scheduling, curriculum, and program duties will vary depending on necessities.

EXAMPLES OF FUNCTIONS

Scheduling Coordinator Functions:

1. Coordinate production of the class schedule; recommend updates to the schedule development timeline; assist with communicating schedule development activities and deadlines to divisions, departments, and units as appropriate; update and distribute forms and documentation to support scheduling processes; monitor schedule development progress and deadlines to ensure timely production and publication of class schedule;
2. Input, revise, and verify all information related to the class schedule development and maintenance processes, including but not limited to, class times, locations, and instructor assignments— in the appropriate college system(s); document and disseminate information about completed changes to the class schedule;
3. Assist with assignment of classrooms for instruction and student support; review class schedules and room availability to identify conflicts; work with divisions to resolve conflicts;
4. Provide training and support related to class scheduling to divisions, departments, and units as needed; troubleshoot and resolve problems related to class scheduling and data entry;
5. Collaborate with appropriate staff, departments, and external vendors to produce and distribute class schedules for print and web delivery;
6. Serve as a source of information about College policies and procedures related to academic scheduling and schedule development as well as federal and state regulations related to academic scheduling, attendance accounting, and apportionment generation; verify that class schedules comply with appropriate policies, procedures, and regulations;
7. Provide information and reports regarding class schedules, enrollment, trends, faculty assignments, and other schedule information necessary to support strategic enrollment management planning; review and analyze data in the enrollment management system

and College's student information system to ensure accuracy and integrity; assist with the development and dissemination of reports as requested;

8. Collaborate with Information Systems personnel and external vendors as necessary to maintain, troubleshoot, debug, and improve databases and systems for managing class scheduling, faculty assignments, and produce required reports.

Curriculum Coordinator Functions:

1. Coordinate the production of the College Catalog; recommend updates to the catalog development timeline; assist with communicating curriculum development activities and deadlines to divisions, departments, and units as appropriate; update and distribute forms and documentation to support curriculum development and review processes; monitor the curriculum review and Catalog development progress and deadlines to ensure timely production and publication of the College Catalog;
2. Assist faculty with the use of the College's online curriculum management system to create new or revise existing curriculum; assist faculty with completion of forms and compiling information necessary to complete curriculum proposals; serve as a source of information about College policies and procedures as well as federal and state regulations and requirements related to curriculum and the official course outline of record; provide faculty training and support related to curriculum development as needed;
3. Assist with gathering, organizing, and tracking all supporting information and documents required by state and/or other agencies for curriculum approval and/or reporting requirements;
4. Support the College's Curriculum Advisory Committee; participate in the curriculum review process to help ensure that proposed curriculum changes (a) comply with College policies and procedures as well as federal and state regulations and requirements related to curriculum and (b) contain all required information and supporting documents; assist with taking notes at committee meetings;
5. Input, revise, and verify all curriculum information in College and state-wide curriculum database(s) as necessary; document and disseminate information related to pending and approved curriculum; maintain accurate records of archived, proposed, pending, and approved curriculum documents;
6. Work with College Divisions, departments, and units to obtain updated, accurate information for the College Catalog; prepare final catalog content; coordinate with appropriate staff, College departments, and external vendors to support the production and distribution of the College Catalog for print and web delivery;
7. Collaborate with Information Systems personnel and external vendors as necessary to maintain, troubleshoot, debug, and improve databases and systems for managing curriculum and produce required reports.

Program Coordinator Functions:

1. Assist with compiling, maintaining, and filing all reports, records, and other documents as required to ensure compliance with local, state, and federal regulations and policies;
2. Performing routine bookkeeping tasks to support maintaining records related to program area grant and special project budgets as well as tracking goals, objectives, and outcomes;
3. Collect and compile statistical data, and develops reports, reporting systems, instruments, mechanisms, and standards designed to evaluate the effectiveness of programs and services;
4. Assist with the preparation for, and execution of meetings with industry advisory boards and education partners to obtain input and feedback on program development, curriculum, and partnerships; assist with taking notes at committee meetings;
5. Assist with the preparation and submission of reports to appropriate stakeholders, including local, state, and federal agencies.

Other Duties

Participate on committees as assigned.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, office administration, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

Knowledge

Knowledge of: methods of collecting and organizing data and information; community college functions, State and regional laws regulations, policies, procedures and rules related to the assignment; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

Abilities

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new publishing software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use

appropriate and correct English grammar, spelling and punctuation; perform mathematical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; long periods of sitting; bend, kneel and reach overhead, push and pull with periodic handling of lightweight parcels up to 15 pounds. Indoor work environment with constant interruptions.

Salary Range: Row 21 on the Classified Salary Schedule