

## **POSITION DESCRIPTION**

### Faculty Schedule/Catalog Analyst

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**Position** ..... Faculty Schedule/Catalog Analyst  
**Department/Site** ..... Academic Affairs  
**FLSA** ..... Non-Exempt  
**Evaluated by** ..... Vice President of Academic Affairs  
**Salary Range** ..... 42

#### **Summary**

Under the general supervision of the Vice President, Academic Affairs and the direct supervision of the dean responsible for enrollment management, this position performs a variety of technical and complex duties in support of the development of faculty load assignments and the instructional catalog. This position works in collaboration with the various divisions and the Office of Human Resources.

#### **Essential Duties and Responsibilities**

- Assists with the development, preparation and timing of class schedules by working with academic and student services divisions. Verifies that data is entered in the appropriate database forms and ensures the accuracy of class schedules, curricular changes, and other course related information for compliance with district and state regulations.
- Reviews Banner schedule input from instructional areas for accuracy, completeness and compliance with faculty collective bargaining agreements.
- Works collaboratively with academic and student services divisions and TeCS to maintain schedule and catalog integrity. Checks for errors in schedule input and notifies division offices of errors, discrepancies and omissions.
- Works with instructional divisions to analyze, evaluate, and verify the accuracy of data in the college's Banner system from the division's schedule planning database.
- Assists in the resolution of faculty load problems.
- Supports training of classified staff regarding schedule planning software and the college's Banner system.
- Assists in the preparation of enrollment management reports.
- Reviews changes to the college's catalog and ensures their timely integration with class schedules.

#### **Qualifications**

- **Knowledge and Skills**
  - Requires knowledge of computer databases such as Banner.
  - Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, telephone techniques, and letter and report writing.
  - Requires a working knowledge of the policies and procedures associated with the curriculum development and maintenance process.
  - Requires a working knowledge of faculty workload recording methods and requirements.
  - Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
  - Requires skill at facilitating group problem solving processes.
  - Requires sufficient math skills to perform financial and statistical recordkeeping as needed for the duties of the position.

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- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
- **Abilities**
  - Requires the ability to independently perform all of the duties of the position.
  - Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements as needed for the duties of the position.
  - Requires the ability to prepare spreadsheets, graphs and charts, and enter data to databases.
  - Requires the ability to plan, organize and prioritize the duties of the position in order to meet schedules and timelines.
  - Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

#### **Physical Abilities**

- Incumbent must be able to function indoors in an office environment engaged in work primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

#### **Education and Experience**

- An associate degree, or completion of at least sixty (60) college-level semester units, and two years of administrative office experience in a college academic or student services office; or, in the absence of an associate degree (or at least sixty (60) college-level semester units) four years of administrative office experience in a college academic or student services office.

#### **Licenses and Certificates**

- Requires a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.