

## YUBA COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: CAMPUS INSTRUCTION SUPPORT SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Executive Dean, perform a variety of responsible, complex and technical support duties for the Campus Instructional Program including the coordination, production and maintenance of the class schedules; contract education coordination; support for the Administration of Justice program and other categorical programs; book order requests; room use for the campus; production of grants, program review, annual updates; off-campus classroom coordination; support to campus web-site and special projects; maintain the adjunct faculty hiring pool.

#### **DISTINGUISHING CHARACTERISTICS:**

The Campus Instructional Support Technician reports to an Executive Dean and exercises well developed knowledge and skills in the technical support of the Campus Instructional Program. The incumbent performs administrative assistance and coordination to a variety of campus programs. The Instructional Support Analyst reports to the Vice President of Instruction and serves the District Instructional Program. The incumbent has the breadth and depth of knowledge to assure the integrity of the District class file database.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of responsible, complex and technical support duties for the campus instructional program. (E)

Assist the Executive Dean and faculty in the planning and development of the class schedule; consult with faculty regarding the time and date of courses. (E)

Input data in the class file database; review and correct errors for class information as needed. (E)

Proof final versions of class schedule information; make subsequent additions, cancellations, and modifications. (E)

Resolve room conflicts and coordinate campus facilities. (E)

Provide administrative support to faculty; faculty meeting agenda and minutes, book orders, load cards, office hours and correspondence. (E)

Serve as liaison to campus bookstore. (E)

Provide clerical assistance/coordination for the Contract Education Program. (E)

Provide clerical assistance/coordination for district wide programs at the Woodland Community College Campus. (E)

Assist in the coordination of the adjunct faculty orientation and campus events and programs. (E)

Assist the Executive Dean with the recruitment and maintenance of the adjunct faculty hiring pool. Place job announcements, schedule interviews and coordinate appropriate follow-up. (E)

Coordinate hiring procedures and paperwork with adjunct faculty. (E)

Provide technical support as it relates to adjunct faculty, for the campus web-site; add or delete faculty and staff from lists as needed. (E)

Assist in the preparation of program review annual updates for campus programs. (E)

Coordinate the processing of and maintaining the campus records of faculty evaluations. (E)

Provide administrative support for grants and extramural funding. (E)

Perform various clerical activities including composing correspondence, reviewing incoming mail, and related activities. (E)

Serve as administrative liaison to adjunct faculty. (E)

Plan and coordinate college hour programs and faculty flex activities. (E)

Maintain a calendar of campus life programs/activities for presentation to supervisor and student groups. (E)

Assist in planning, coordinating and facilitating the non-instructional use of college facilities by student groups, faculty, staff and community groups in accordance with district policies governing the use of college facilities. (E)

Perform related duties as assigned.

**KNOWLEDGE OF:**

District structure, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Applicable sections of State Education Codes, regulations, and other applicable laws.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District structure, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Applicable sections of State Education Codes, regulations, and other applicable laws.

Operation of a computer and other office equipment as assigned.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Compile and verify data and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Learn, apply and explain policies, procedures, rules and regulations.

Meet schedules and time lines.

Operate a computer terminal to enter data, maintain records and generate reports.

Prioritize and schedule work.

Train and provide work direction to others.

Understand and follow oral and written directions.

Work confidentially with discretion.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to an associate's degree and two years of increasingly responsible experience in instructional administrative support.

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information.

Sitting for extended periods of time.