

INSTRUCTIONAL COORDINATOR/ANALYST

CLASS SUMMARY

Under general supervision-coordinates the preparation and maintenance of class schedules, (credit and non-credit), instruction files and catalog of courses; prepare and analyze required statistical data; performs related duties as required.

REPRESENTATIVE DUTIES

Organizes, coordinates, researches and analyzes complex operating programs; compiles and analyzes statistical data and drafts reports; coordinates and assists in planning and implementing new procedures or procedural improvements in class scheduling and updating processes; coordinates data for systems input related to continuing and special projects and reviews and audits system reports; organizes, coordinates and maintains complex data files; reviews, audits, and analyzes enrollment faculty workload measures, classroom use, scheduling and related data processes by software systems and assists and coordinates procedural improvements for input and printouts; compiles, audits and analyzes data and statistical information used to evaluate instructional programs, compiles information and data for special administrative projects; tabulates, analyzes and computes data, drafts procedures and forms; does statistical and narrative word-processing of reports; maintains close working relations with the Information Technology Center, instructional services publications department and other offices for purposes of securing data and information, establishing proper procedures, or compiling and checking data; assists college-based administrators when needed, and maintains records of all on-campus and off-campus rooms and facilities used for instruction; initiates suggestions for new software applications and programs/printouts or improvements for existing ones; performs terminal input for the academic affairs office; prepares regular and special district and college-based reports; keeps records; coordinates the preparation of class schedule for typesetting. Coordinates with district Human Resources and district Payroll on faculty workload measures and submits all faculty pay changes to Payroll. Monitors compliance with all legal requirements of faculty workload measures and related state education codes.

ORGANIZATIONAL RELATIONSHIPS

This position is assigned to the Vice President of Academic Affairs and is accountable for above duties for both Colleges and Continuing Education. Immediate supervisor is the Vice President – Academic Affairs. This position directs and coordinates a limited amount of part time clerical and student help.

INSTRUCTIONAL COORDINATOR/ANALYST (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a B.A. degree or equivalent and four years of responsible office, computer application experience including one year of work involving independent responsibility in coordinating complex operating systems.

Knowledge and Abilities

Thorough Knowledge of: Basic computer software applications and data systems, calculations, computations, elementary statistics, spreadsheets and clerical research methods; data processing procedures; business office methods and procedures; statistical and other record keeping and filing; English, educational terminology, and school organization and sources of information.

Ability to: read, understand, evaluate, and apply technical rules, policies, and source materials; make arithmetic computations rapidly and accurately, plan, coordinate, organize, audit and otherwise perform a volume of difficult computer systems and statistical work with judgment and accuracy; establish and maintain effective communication and working relationships with administrative, technical, instruction, and other personnel; work effectively under pressure from schedules and interruptions; compose letters, forms and procedures. Take responsibility for accuracy of work completed; research and prepare statistical reports.

Skills: knowledge of basic computer software applications including database and spreadsheet pc-based software.