



JOB TITLE: ACADEMIC AFFAIRS ANALYST

Classification: Classified
Salary Range: 34

Retirement Type: PERS*
Board Approved: April 18, 2005

BASIC FUNCTION:

Under general supervision and at the direction of the Vice President/Academic Affairs, gather data and conduct statistical analysis; serve as a resource person to other management and staff; assist in the development and maintenance of efficient room utilization of instructional facilities; maintain enrollment and other data related to academic divisions; audit faculty contracts for accuracy; and conduct related work as required.

REPRESENTATIVE DUTIES:

Conducts audits, reports and special projects and make recommendations as requested by administration.

Conduct analysis including calculations of WSCH/FTE (Weekly Student Census Hours/ FTES).

Prepares reports, including Teacher Load Summary reports.

Responsible of the preparation of the CCFS320 FTES Report.

Audit class schedule information and contracts for accuracy and assist with editing.

Compile, maintain and assist with the analysis of data pertinent to class schedule development and maximizing room utilization.

Assist academic divisions, as appropriate, with class scheduling and coordinate the input of faculty contract information.

Make schedule adjustments, as needed, during enrollment periods.

Develop procedures to complete assigned responsibilities in a timely and efficient manner.

Work with directors of special programs to insure accurate preparation of data, such as DSPPS, Distance Education, etc.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Equivalent to an associate degree and three years of progressively responsible administrative, statistical and/or analytical duties.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Specialized, technical and administrative principles, practices and procedures related to scheduling.

Principles of statistical and systems analysis and project planning and design.

Principles of automated data processing and information systems.

Effective report writing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Record keeping techniques.
Word processing, spreadsheets and presentation software.

Abilities/Skills:

Quickly learn applicable state, local and education codes, regulations and District policies.
Independently conduct studies and prepare reports and organize data for presentation.
Communicate effectively both orally and in writing.
Become technically proficient within a computerized environment.
Interpret policies and procedures.
Work independently and perform assignments without detailed instructions.
Analyze situations and adopt an effective course of action.
Establish and maintain effective working relationships with others.
Meet schedule and timelines.
Exercise tact and discretion when interacting with others.
Compute formulas and proportions.

WORKING CONDITIONS:

Extensive computer work.
Dexterity of hands and fingers to operate a keyboard.
Exchange information in person and on the telephone.
Sit for extended periods of time.
High volume telephone usage.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.