



ACADEMIC ADMINISTRATIVE ASSISTANT

Classification:	Classified
Salary Range:	33
Retirement Type:	PERS*
Board Approved/Revised:	December 16, 2025

BASIC FUNCTION:

Under general supervision, performs specialized and technical duties in support of instructional operations. Responsibilities include developing and maintaining class schedules, reconciling faculty load assignments that directly drive academic pay under the collective bargaining agreement, and coordinating faculty evaluation processes. Ensures compliance with state regulations, licensure and accreditation requirements, and program-specific mandates. Provides technical assistance to deans, faculty, and instructional divisions regarding schedule accuracy, load integration, and academic operations systems.

DISTINGUISHING CHARACTERISTICS:

The Academic Administrative Assistant is distinguished from the Administrative Assistant II classification by its primary responsibility for integrated scheduling and faculty load functions that directly drive academic pay under the collective bargaining agreement. Positions in this class require specialized knowledge of instructional operations, collective bargaining provisions, and compliance requirements for instructional programs such as Public Safety academies, Nursing/Health Sciences, and Athletics. The scope of duties extends beyond general administrative support to include specialist level reconciliation, compliance monitoring, and technical use of related systems.

SUPERVISION:

Receives general supervision from a Dean or other assigned administrator. May provide functional guidance to clerical or support staff as assigned.

REPRESENTATIVE DUTIES:

- Develop, maintain, and update instructional schedules in Banner and related systems; enter schedule changes, assign rooms, and adjust modalities.
- Calculate and reconcile faculty load assignments in accordance with collective bargaining agreements, including overload, reassigned time, and release time.
- Coordinate and track faculty evaluation processes; prepare related documentation and ensure timely completion of required steps.
- Monitor and enforce compliance with state regulations, licensing, and accreditation standards (e.g., clinical placement ratios, academy training hours, athletic eligibility).
- Prepare and analyze reports related to scheduling, faculty load, assignments, program compliance, and budget activity.
- Serve as division liaison for Banner and scheduling/load systems; ensure data accuracy and resolve discrepancies.
- Provide technical assistance to faculty and administrators on scheduling, load rules, evaluation timelines, compliance procedures, and budgetary processes.
- Process and support faculty requests related to professional development, conference attendance, travel, and grant-funded program activities, ensuring compliance with District policy and funding requirements.

- Coordinate with external partners, such as clinical agencies or public safety organizations, to meet instructional scheduling and compliance requirements.
- Support division operations by preparing agendas, minutes, and related records as needed.
- Maintain confidential personnel and instructional records in accordance with District policy.
- Perform other related duties as assigned that support the overall objective of the position and the district's mission and philosophy.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

- Principles and practices of instructional scheduling and operations.
- Banner or equivalent academic information systems used for scheduling and integrated faculty load reconciliation.
- Collective bargaining agreement provisions affecting faculty load, overload, and reassigned time.
- Compliance requirements for specialized instructional programs (Public Safety, Nursing/Health Sciences, Athletics).
- Faculty support processes, including travel, professional development, conferences, grant programs, and budget procedures.
- Office practices, procedures, and equipment, including word processing, spreadsheets, and databases.
- Principles of report preparation, data analysis, and records management.
- Applicable state, federal, and accreditation requirements related to instructional programs.

Abilities/Skills:

- Interpret and apply collective bargaining agreements, policies, procedures, and regulations to faculty load and scheduling.
- Develop, update, and maintain accurate instructional schedules, faculty support records, and budget documentation.
- Reconcile complex faculty load calculations that affect academic pay.
- Coordinate faculty evaluation processes in compliance with policy and timelines.
- Process and track faculty requests for travel, conferences, professional development, and grant-funded program participation.
- Analyze and reconcile data, identify discrepancies, and recommend solutions.
- Communicate effectively, both orally and in writing, with faculty, administrators, and external partners.
- Establish and maintain cooperative working relationships.
- Exercise discretion in handling confidential records and information.
- Adapt to emerging technologies that support instructional scheduling compliance, and budget management.

EDUCATION AND EXPERIENCE:

Equivalent to an associate's degree from an accredited college with major coursework in business, education, or a related field, and three years of increasingly responsible administrative experience involving instructional scheduling, academic operations, or faculty support. **OR** an equivalent combination of training and experience.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Work is typically performed in an office environment with frequent interruptions.
- Requires ability to sit or stand for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Occasional bending, stooping, or reaching to retrieve files and materials.
- May be required to lift, carry, or move materials up to 25 pounds.
- Requires visual acuity to read printed and electronic materials and the ability to communicate effectively in person, by telephone, and electronically.

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