



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Academic Affairs Specialist (Temporary One Year ONLY) CMS

SALARY: \$4,948.59 Monthly

DEPARTMENT: VP of Academic Affairs

OPENING DATE: 07/15/21

CLOSING DATE: 08/09/21 11:59 PM

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Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

August/September 2021

Cover Letter, Resume, Transcripts Confirming all Course work, Typing Certificate

DESCRIPTION:

Under the general supervision of the Vice President Academic Affairs performs professional work in implementing curriculum actions in the preparation and dissemination of the college catalog and schedules; prepares reports and conducts research and analysis for projects; compiles adjunct instructor pay data through reports and coordinates with HR/Payroll departments for processing; defines and analyzes problems, recommends and implements computer-based and other solutions; provides varied program assistance to the overall instructional program; and performs related work as required.

REPRESENTATIVE DUTIES:

- Coordinates, prioritizes, and completes activities related to curriculum changes, production and maintenance of the college schedules of classes and catalog, and requirements for state reporting; ensures integrity of the Banner schedule and catalog databases which supports schedule building, registration, FTES and MIS reporting, faculty load and pay. (E)
- Provides informational support to the AP&P committee (co-chairs) regarding curriculum procedures and past practices. (E)
- Interprets and applies college policy and faculty union contract specifics; calculates full-time faculty load including determination of additional pay which is forwarded to payroll; facilitates adjunct instructor pay through reports and assistance to HR, payroll and division offices. (E)
- Gathers, researches, provides or handles documents, data or information related to bargaining positions and negotiation proposals. (E)
- Creates full-time faculty absence report for HR following established practices. (E)

- Researches information; creates queries, compiles data and prepares a wide variety of periodic and special statistical reports related to instructional activities; investigates database issues and determines appropriate course of action. (E)
- Interfaces with faculty, administration, and staff to provide information and assistance regarding the instructional program. (E)
- Serves on teams assigned small to large campus changes including making calendar changes to the condensed calendar, changes to the faculty contract pay process, and changes to registration due to technology. (E)
- Serves on variety of committees as required. (E)
- Performs other duties as may be assigned.

(E = indicates essential duties of the position)

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Any combination equivalent to:

- two years of college-level course work in business, secretarial science, office management or related field **and**
- five years increasingly responsible office assistance experience.

OTHER INFORMATION:

KNOWLEDGE OF:

- Organization, policies and procedures of an assigned area of educational administration.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Public relations techniques.

ABILITY TO:

- Provide complex administrative support to the head of a major functional district-wide activity.
- Plan, organize, coordinate and participate in complex clerical operations specific to the administrator's assigned areas of responsibility.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- **Type at 55 words net per minute from clear copy.**
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Create working timelines and meet critical deadlines.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Operate a variety of office equipment such as a word processor, calculator, and copier.
- Make arrangements for meetings.
- Train and provide work direction to others.
- Make accurate mathematical calculations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to Academic Affairs Technician.

CONTACTS: Co-workers, administration, faculty, and other campus wide staff.

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS: Normal office environment. Must have flexibility to occasionally work evenings or weekends to meet critical deadlines.

SUPPLEMENTAL INFORMATION

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - **This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.**
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - **Typing certifications must be current within one year and must include name, date and net words per minute (NWP).**
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

Position #RN20-51 (3rd Re-advertised)
ACADEMIC AFFAIRS SPECIALIST (TEMPORARY ONE
YEAR ONLY) CMS
AP

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