

Job Description: ACADEMIC CURRICULUM, SCHEDULING & CATALOG TECHNICIAN

Approved, Bargaining Unit President: 10/17/2014

Approved, MPC Associate Dean, Human Resources: 10/17/2014

Board Approved: 11/19/2014

MONTEREY PENINSULA COLLEGE

ACADEMIC CURRICULUM, SCHEDULING & CATALOG TECHNICIAN

JOB SUMMARY

Under general direction perform a variety of tasks related to maintaining college curriculum database, hard copy and electronic files, maintaining college scheduling database; and developing, producing and maintaining class schedules and annual college catalog. Maintain entire catalog, its revisions, and updates.

EXAMPLES OF FUNCTIONS

Essential Functions

Plan and coordinate production of the class schedule and catalog, including creating timelines for data entry and tasks, and establishing work procedures; edit materials and write original copy as needed.

Conduct training sessions for Division Office Managers and others in scheduling, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; provide updated information and additional training as needed.

Conduct bi-annual Division Office Manager Scheduling meetings.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and help with problems related to scheduling and data entry.

Consult and coordinate with deans, department/division chairs, division office managers, and other college and district personnel on matters related to preparation of the class schedule and catalog; maintain supporting documents and authorizations.

Work with Information Systems personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the mainframe computer.

Maintain curriculum and scheduling databases in preparation of the data management report submittal to the Chancellor's Office.

Coordinate with the graphic artist in the schedule and catalog layouts.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Respond to questions of schedule interpretation as they relate to District policies/schedule and catalog development.

Update the institutional computer schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Act as the liaison with all Academic Divisions and Student Services areas involved with course outlines, scheduling of classes, FTES generation, and schedule/catalog production.

Enter new and modified course information in the curriculum database as well as updating the hardcopy and electronic files to assure that timely and accurate information is available for schedule/catalog production and faculty/staff reference.

Maintain an accurate log of curriculum paperwork for history and tracking purposes.

Advise faculty and staff with regard to essential elements such as proper numbering of courses, contact hours and units, as new and modified curriculum is being prepared; may support Curriculum Advisory Committee.

Coordinate updating of catalog narrative, including all instructional programs and their revisions.

Monitor adherence to timelines for course development and modification; prepare and distribute written communication to faculty to advise them of established curriculum processes and submittal deadlines for inclusion of courses in schedules and catalog.

Update and distribute all forms related to scheduling; maintain forms on the Intranet.

Monitor calendar for curriculum review in conjunction with Program Review five-year cycle (e.g. Title V, Mandatory Pre-requisite/Co-requisite/Advisories Review).

Other Duties

Participate on committees as required.

Provide backup for Scheduling Technician.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

Knowledge

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

Abilities

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new publishing software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.