

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT/CURRICULUM SPECIALIST

BASIC FUNCTION:

Under the direction of the Vice President for Academic Services, or designee, provide highly responsible, complex, and sensitive administrative and technical support, as well as provide assistance for the functions of the assigned area, including the development, preparation, revision and maintenance of college curriculum; serve as a resource for curriculum related questions and issues; develop and maintain specialized records and schedules related to assigned area; operate and maintain a variety of equipment used in the production of materials; plan, organize, coordinate and participate in administrative and technical operations specific to the assigned areas of responsibility.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Organize and manage the day-to-day activities of the assigned area to assure efficient and effective operations; coordinate communications; perform complex, specialized and responsible administrative and technical duties related to the assigned area.

Assume responsibility for a variety of specialized functions and projects, including preparation of the college catalog, and other areas as assigned.

Provide information on and interpretation of policies, procedures and regulations; make decisions in accordance with laws and regulations and apply them to problem situations; receive and resolve complaints.

Research, analyze and evaluate a wide variety of issues, data, recommendations and alternatives; use independent judgment to develop and provide recommendations, suggestions or information as appropriate.

Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions.

Type a wide variety of materials such as correspondence, reports, forms, applications, memoranda, letters of recommendation and other documents.

Coordinate and manage the operations and functions of the assigned area; organize and establish filing and recordkeeping systems.

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings; arrange travel accommodations for assigned area as necessary.

Maintain a variety of complex files and records; maintain budget and other financial records related to assigned area, as necessary.

Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required.

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards.

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel.

Assure that Board agenda items and supporting documents are developed, prepared and forwarded within college timelines and legal guidelines.

Maintain confidentiality of records and information, including information regarding Board, District, personnel, student or controversial matters.

Compose correspondence independently; format, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda and other materials according to established procedures and standards.

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public.

Operate a variety of office equipment including microcomputer, calculator, copy machine, facsimile machine and dictation equipment; input and retrieve computerized data.

Train and provide work direction and guidance to others as assigned; coordinate workflow to assure the proper and timely completion of work.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned functions.

KNOWLEDGE OF:

District organization, operations, policies and objectives.
Modern office practices, procedures and equipment.
Recordkeeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
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.
Basic research methods and techniques.
Office management techniques.

ABILITY TO:

Learn quickly the organization, policies and procedures of an assigned area of education administration.
Plan, organize, coordinate and participate in secretarial and technical operations specific to assigned areas of responsibility.
Interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Maintain records and prepare reports.
Exercise good judgment and discretion in analyzing and resolving confidential, controversial, difficult and sensitive situations.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Operate a variety of office equipment such as microcomputers, calculators, copiers, facsimile machine.
Make arrangements for meetings and conferences.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by two years college-level course work in secretarial science, public administration, or related field and three years increasingly responsible secretarial experience involving public contact, records maintenance and operation of microcomputer using word processing, spreadsheet and database management application software, preferably including experience in an educational environment.

LICENSE AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with students, academic and classified staff and the public and noise from office equipment operation.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Occasionally must travel to other offices or locations to attend meetings or to pick up or deliver materials.