

COMPTON COMMUNITY COLLEGE DISTRICT



ACADEMIC AFFAIRS ANALYST

FLSA: NON-EXEMPT

POSITION DESCRIPTION:

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.

ESSENTIAL DUTIES/FUNCTIONS:

- 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 DSPS, Distance Education, etc.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- 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.

ABILITY TO:

- 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.

EDUCATION AND EXPERIENCE:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures