

Educational Support Specialist Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=239093>

Downloaded On: Jul. 16, 2024 8:32am

Posted Jul. 8, 2024, set to expire Nov. 1, 2024

Job Title	Educational Support Specialist
Department	Academic Services
Institution	Copper Mountain College Joshua Tree, California
Date Posted	Jul. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
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Job Description	

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Educational Support Specialist

Salary: \$26.24 - \$39.66 Hourly

Job Type: Full-Time

Department: Academic Services

Closing:

Location: Joshua Tree, CA

Job Number: 20240703ESS

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Position Description

Under the direction of the Vice President of Academic Services, the Educational Support Specialist performs a variety of specialized and complex duties related to the course schedule preparation, faculty load calculations, and instructional compliance support: prepare organize, and enter data into the class schedule database; monitor data and assure accurate reporting; link faculty to sections and assignments in the database and prepare faculty contracts; and maintain integrity of data.

This is a 40-hour per week, 12 month position.

Unofficial transcripts, resume and cover letter are REQUIRED with application packet.

Duties and Responsibilities

Essential Duties:

- Plan, develop, organize, and coordinate timelines for the preparation of the schedule of classes for each semester and term.
- Maintain the official record of college course schedules, including course staffing and room assignments.
- In collaboration with the Curriculum Program Assistant and Instructional Deans, ensure that any curricular changes are implemented in the course scheduling process according to published curriculum effective data.
- Calculate course start and end times according to Chancellor's Office guidelines for Instructional Deans to use in the scheduling process and review and approval by the Chief Instructional Officer.
- Consult and coordinate with administration, faculty leadership, coordinators, and other College personnel on matters related to the preparation of class schedules.
- Process course cancellation and adds and communicate changes to course schedule to the campus.
- Work with Student Services to ensure students support when courses are cancelled, added, and moved from waitlists.
- Maintain a record of free course textbook adoptions by section to allow for internal reporting and to provide to the appropriate Academic Services staff member for inclusion in the College Catalog.
- Participate in processes to track enrollment; produce reports during weeks prior to the semester/term start date and post-census to track enrollment.
- Assist with troubleshooting MIS and 320 reporting data discrepancies related to course sections

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- reporting as initiated by the Planning, Research, Institutional Effectiveness department.
- Prepare load calculations for faculty, both teaching and non-teaching certificated personnel.
 - Assist Deans in preparing faculty contracts, office hours, and overloads; and prepare and disseminate reports as requested.
 - Working with administrators to prepare contracts, load sheets and overload for all instructors.
 - Collaborate with the Payroll Department and Human Resources Department to ensure proper pay rates and that all contracts are completed according to operational timelines.
 - Maintain instructor accounts for load banking; monitor load banking limits; prepare and distribute load banking statements.
 - Process faculty released and reassigned time, sabbaticals and leaves, and other faculty assignments for contracts.
 - Enter all class sections in the database. Ensure that system data and notes sections provide correct meeting information and relevant notes to support the clear provision of data for students. Update as needed.
 - Communicate with the college bookstore on schedule development and text adoption timelines.
 - Identify discrepancies and work collaboratively to resolve reporting issues.
 - Calculate critical enrollment dates for all short-term classes.
 - Assist with the part-time faculty seniority process, receive availability information and provide availability by discipline and seniority to the Instructional Deans.
 - Maintain the primary record of faculty discipline qualifications and faculty eligibility for online instructional assignments.

Other Duties as Assigned:

- May take minutes of meetings related to the Office of Academic Affairs.
- May assist with the updating of faculty handbooks.
- May assist with faculty orientation and training.
- Perform related duties as assigned.

Qualifications

- **Education and Experience:** Any combination of education and experience equivalent to a Bachelor's degree **and** three (3) years of responsible administrative support or office clerical experience. Community College experience preferred.
- **Knowledge of:** Demonstrated knowledge of computerized information systems as they pertain to

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computer software such as statistical analysis, word processing, queries, database management, spreadsheets, and graphics. Interpersonal skills using tact, patience, and courtesy. Knowledge of office management principles; modern office practices, procedures, and equipment; applicable software including word processing, spreadsheets, and email; correct English usage, grammar, spelling, punctuation, and vocabulary; record-keeping techniques; receptionist and telephone techniques and etiquette; collection and organization of pertinent data and information.

- **Ability to:** Develop, maintain, and report from databases; make arithmetic computations with speed and accuracy; operate a variety of office machines including a calculator, scantron and computer, including applicable software (i.e. word processing, spreadsheets, and email); enter and retrieve data; develop and run routine and standardized queries; check document for accuracy; identify and resolve errors; compose and write letters, memos, and reports; communicate effectively both orally and in writing to exchange information in person, on the telephone, or with email; understand and follow oral and written instructions; exercise critical thinking skills in analyzing and interpreting statistical data; work independently with minimal supervision; establish priorities for, plan, and organize a variety of work assignments; accurately interpret institutional policies and procedures; keep information secure and confidential; meet schedules and time lines; work cooperatively and effectively in an environment with diverse staff and students; work with discretion and maintain confidentiality of student records; sit or stand for extended periods of time; bend at the waist, kneel, or crouch.

Unofficial transcripts, resume and cover letter are REQUIRED with application packet.

Supplemental Information

PHYSICAL CHARACTERISTICS:

- Ability to stand or sit for long periods of time, move around campus.
- Ability to type and use other office machines.
- Ability to reach and adjust body location to reach and file between floor level and shoulder height.
- Vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
- Ability to speak clearly and distinctly to answer telephones and to provide information, and ability to hear and understand voices over the telephone and in person.
- Ability to lift, carry and/or move objects weighing up to 15 pounds

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PERSONAL CHARACTERISTICS:

- Be a team player in a busy educational environment which emphasizes student success and public service.
- Able to work independently or in a group.
- Ability to remain calm; reassure faculty, students, or the public; be flexible to changing schedules and demands.
- Sensitivity to the needs of others.

WORKING CONDITIONS:

- Office environment with student, faculty, and public contact.
- May have pressure during peak periods.
- Frequent interruptions.

Tentative Timeline:

First consideration will be given to candidates who apply by **July 23, 2024**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4566982/educational-support-specialist>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Academic Services
Copper Mountain College

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