Academic Scheduling Specialist
Los Angeles Community College District

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Posted Mar. 25, 2025, set to expire Jul. 19, 2025

Job Title	Academic Scheduling Specialist
Department	Academic Scheduling
Institution	Los Angeles Community College District Wilmington, California
Date Posted	Mar. 25, 2025
Application Deadline	04/07/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Undergraduate Education Administration - Other
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Academic Scheduling Specialist

Date Opened: 3/17/2025 08:00:00 AM
Filing Deadline: 4/7/2025
Location: Los Angeles Harbor College
Salary: $6,078.16 - $7,529.78/mo; $72,937.92 - $90,357.36/yr (based on a full-time, 12-mo position)
Job Type: Open & Promotional (Dual)

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Definition

Performs paraprofessional and technical duties related to the production of a college's schedule of classes and catalog.

Typical Duties

Writes instructions and develops worksheets and time lines for use by department chairs in submitting information for the class schedule and catalog of a college.

Reviews information submitted for a college's class schedule and catalog for completeness, accuracy, and conformance to policies and practices for the Office of Academic Affairs.

Compiles data and prepares draft or camera ready copy of a college's class schedule and catalog for submittal to the printer.

Coordinates time lines, printing requirements, delivery and mailing schedules for a college's class schedule and catalog with the printer.

Critically reviews and resolves discrepancies in faculty assignments, class assignments, time schedules, room assignments, and related matters which includes, correcting and/or inputting information in the scheduling database in cooperation with department chairs and personnel office staff.

Participates with administrative staff in making editorial decisions such as format, document size, and use of artwork for the class schedule and catalog of a college.

Recommends and initiates procedural changes to expedite transmittal of information and/or facilitate implementation of policies and programs.

Maintains the database used for student registration by making daily changes and updates, troubleshooting database problems identified by staff in Admissions and Records or the Business Office, generating reports, and changing bulletins.

Uploads and maintains class schedule and catalog information on a college website.

Gathers data and prepares reports on matters such as full-time equivalents, class size, weekly student contact hours, room utilization, faculty assignments, and staffing.

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Effectively utilizes the capabilities and functions of computer software applications such as data management, spreadsheet, presentation, word processing, web, and graphics in completing assigned work.

May conduct training sessions for administrative and departmental staff on procedures related to the production of a college's class schedule and catalog and information available in the Office of Academic Affairs.

May provide administrative support functions to the Office of Academic Affairs such as compiling data and information, responding to routine inquiries from staff and other District offices, preparing and processing operational documents, and resolving problems related to the work of the office during peak workload periods or in the absence of assigned staff.

Performs related duties as assigned.

Distinguishing Characteristics

An**Academic Scheduling Specialist** performs paraprofessional and technical duties related to the production of a college's schedule of classes and catalog. Use of computers and advanced software applications is an integral aspect of the duties.

An **Administrative Operations Technician** performs paraprofessional staff duties for a major organizational unit related to areas such as budgeting, procurement and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative duties.

Supervision

General supervision is received from a Vice President, Academic Affairs or their designee. Functional supervision may be received from an academic or classified supervisor. May provide work direction to assigned clerical staff.

Class Qualifications

Knowledge of:

Computer software used for producing college class schedules and catalog such as PeopleSoft, Protocol, and SAP

Computer software such as word processing, spreadsheet, database management, web, graphics, and desktop publishing

Basic policies and procedures related to academic personnel assignments and transactions

Payroll rules, policies, and records affecting time reporting for academic staff

Organization and key staff of major operating units of the college and the District

District policies and procedures related to the operations of an Office of Academic Affairs

Practices and procedures of office management

Customer service techniques for public contact in person, on the telephone, and in written communications

Basic research methods

Report and business correspondence formats

Proper business English, punctuation, spelling, and grammatical usage

Organization and use of records and files

Skills:

Use of computer equipment

Ability to:

Efficiently produce a college class schedule and catalog using computer software such as PeopleSoft, Protocol, and SAP

Effectively utilize the features of computer software such as Word, Excel, Access, Photoshop, and Adobe Acrobat and resources such as the business warehouse and PeopleSoft queries to create and maintain files, retrieve data, manipulate data, format reports, and publish final documents

Understand, interpret, apply and explain District rules, guidelines and procedures

Critically review and troubleshoot software and data problems and take corrective action

Gather and compile data in written, tabular and graphic form

Critically review source data and detect and correct errors

Evaluate work methods and efficiency

Perform mathematical computations of moderate difficulty

Effectively communicate orally and in writing

Write clear and effective reports, correspondence and informational materials

Work independently on assigned projects

Meet schedules and critical time lines

Train and provide work direction to others

Establish and maintain effective relationships with a diverse pool of administrators, division chairs, staff and the public

Maintain a variety of logs, files, and records

Learn specialized software applications and systems used in the assigned unit

Entrance Qualifications

Education and Experience:

A. A bachelor's degree from a recognized college or university preferably with a major in computer applications technology, computer information technology, public administration or a related field **AND** one year of full-time, paid experience in coordinating the clerical operations of a college office, which must have included responsibility for establishing project schedules and logistics, desktop publishing, maintenance of a complex database, assignment of academic college staff, or in admissions and records evaluation.

OR

B. An associate degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technology (CAOT), computer information technology, public administration, or a related field **AND** two years of full-time, paid experience in coordinating the clerical operations of a college office, which must have included responsibility for establishing project schedules and logistics, desktop publishing, maintenance of a complex database, assignment of academic college staff, or in admissions and records evaluation.

OR

C. Graduation from high school or its equivalent **AND** three years of full time, paid experience which included responsibilities related to the preparation of a college catalog, college class schedule, assignment of academic college staff, or in admissions and records evaluation. College-level course work in computer applications and office technology (CAOT), computer information technology, public administration or a related field is desirable.

Benefits

- Medical and dental insurance and vision care plans are provided for employees and their dependents.
- A $50,000 life insurance policy is provided free of charge for each employee.
- New employees receive 12 full-pay days and 88 half-pay days of illness leave.
- 19 paid holidays per year.
- Vacation days accrue annually beginning at 10 days and increasing incrementally to 24 days depending on years of service with the District. Vacation days for management and confidential positions begin at 15, 20, or 24 days.
- Other paid time off includes: bereavement leave, personal necessity leave, court subpoena, and jury duty.
- Employees become members of the Public Employees Retirement System. Employees are also covered by Social Security.
- Employee Assistance Program

Selection Process

The examination process may consist of one or more parts which may include a training and experience evaluation, written test, performance test and/or oral interview.

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Reasonable Accommodations

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about their ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, they should always apply for a position and request reasonable accommodation at the appropriate time.

To apply, visit
https://www.jobapscloud.com/LACCD/sup/bulpreview.asp?R1=25&R2=2442&R3=001

jeid-04dcfc9bc3d40b4f997c437c90ad9fdf

Contact Information

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

Contact

Academic Scheduling
Los Angeles Community College District
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