VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DATA SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, facilitate the production of schedule of classes for the on-campus and off-campus instructional programs; maintain and update the college catalog; input, process and maintain a variety of records as requested; provide data input training and technical assistance on student module of integrated computer system to college staff as needed.

REPRESENTATIVE DUTIES:

Facilitate the production of the schedule of classes for on-campus and off-campus instructional programs; create and maintain schedule information file for all new and revised courses; verify course outline requirements for units and hours of scheduled time, course title/number, prerequisite, corequisite, recommended preparation, material fees and transferability. 

Create and run reports to verify accuracy of department data; work with division staff to resolve any discrepancies; notify appropriate personnel of changes. 

Coordinate and schedule facility use for off and on-campus classes and programs; update instructor assignments and provide other needed course data; update and maintain source documents such as prerequisite list, degree-certificate/transfer course lists, instructor SSN list and other information in the relational database, faculty/load.

Provide data input training and technical assistance on student module of integrated computer system to staff and faculty as needed; test new software releases; work with program consultants and District Information Technology staff to determine the impact of upgraded releases on user functionality, create and update training documentation.

Initiate roll-over procedures for each new term’s schedule and update pre-schedule error report.

Produce hard copy of schedule, proof and insert publicity items, and furnish copy to publications within schedule deadline for the preparation of the printed student schedule.

Prepare and maintain the college catalog; update all curriculum and mandated changes; ensure accuracy of course data.

Answer in-person and telephone inquiries from students, the public, faculty, administration and other employees regarding classes; provide a variety of information or direct callers to appropriate personnel.

Operate a variety of office equipment including calculator, computer and printers; perform computer operations using appropriate software to generate instructional reports as requested.

Serve on a variety of committees related to course/catalog maintenance.

Perform other related duties as directed.

Established July 2002
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of computer equipment and assigned software programs
Database access techniques
Desktop publishing programs
Modern office practices, procedures and record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
District organization, operations, policies and objectives
Oral and written communication skills
District and campus academic and personnel policies related to scheduling, catalog, staff assignments, and loads

ABILITY TO:

Facilitate the production of the schedule of classes for on-campus and off-campus instructional Programs
Establish and maintain effective working relationships with others
Learn and apply District policies, rules, and regulations
Communicate clearly, concisely, and effectively both orally and in writing
Operate a variety of office equipment including computer and printer
Prepare and maintain a variety of reports with accuracy and efficiency
Perform responsible and complex clerical and data processing work with speed and accuracy
Plan and organize work to meet schedules and timelines
Understand and follow oral and written directions
Proofread quickly and accurately
Prepare a variety of reports upon request from administrators and division directors

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by courses in database applications and three years of increasingly responsible clerical experience including at least one year with emphasis in database applications.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information and resolve discrepancies in person and on the telephone
Seeing to read documents and inspect data input on monitor screen