

## Specialist, Program - Mathematics

**FLSA Status:** Exempt

**Pay Grade:** 13

**Job Title ID:** 230504

**Job Series/Job Family:** Academic Program Support Series / Academic Program Support Family

### Reports To

Department Chair, Mathematics

### Job Purpose

To support the Mathematics Department and work directly with the Department Head in coordination activities for Mathematics Department programs, including the departmental work for the Highland Mall Math Emporium, the Quality Enhancement Plan (QEP) Math PLUS program.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Arranges and coordinates site-based activities for development of the Highland Mall Math Emporium. Serves as liaison for planning, research, reporting, and implementation of Math programs, classes, and services to be offered at the Emporium. Serves as a resource at planning meetings with other ACC departments, including Math programs, and facility development. Participates in the planning, purchasing, and scheduling of mathematics classes and programs for the start-up of the Emporium facility.
2. Initiates, assists, and maintains communications with mathematics faculty and administrative staff regarding Coordinating Board requirements for ACC developmental mathematics courses.
3. Assists with college and department related outreach and networking for the QEP and the Highland Mall site. Schedules, coordinates, and tracks training of mathematics faculty for the QEP. Serves as special assistant to the QEP Director.
4. Develops processes for handling faculty, staff, and students for the Developmental Mathematics offerings at the Highland Mall facility.
5. Develops the system and tracks all the formats of classes and non-course based options that the mathematics department offers.
6. Coordinates departmental activities including, but not limited to instituting processes that are efficient and effective across all sites where mathematics courses are offered.
7. Oversees workflow of Math/Science Administrative Assistants and hourly personnel to assure knowledge of and consistency in application of mathematics department policies and procedures. Reviews and coordinates work of office or department personnel. Trains new administrative staff on department related clerical or administrative tasks.
8. Analyzes current operating practices such as record keeping systems, forms control, personnel, and budgetary requirements to create new more efficient and appropriate systems or procedures.
9. Researches and tracks data and creates/updates tracking system from multiple sources for various reporting purposes. Prepares reports for outside agencies such as Achieve the Dream (AtD), QEP, and other reports as needed for the mathematics department.
10. Serves as communication liaison with Department Chair and faculty in Mathematics Department.
11. Assists with creation and maintenance of departmental, instructional and QEP websites.
12. Gathers and compiles data, producing specialized reports and documents. Maintains and updates files, records, logs, and other tracking systems.
13. Performs complex computer activities including word processing, data collection, and analysis of information,

scheduling processes, and creating visual and graphic presentations for Department Chair, and the QEP Director. Assists Department Chair with faculty evaluation process coordination.

14. May coordinate the purchases of equipment and supplies; processes requisitions, monitors departmental and QEP budgets, maintains asset inventories and assists in preparing budgets for department and QEP, and Highland Mall.

## **Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles and methods of budget preparation and expenditure control.
- Records retention, preservation, and recording.
- Office management processes and procedures.

### **Preferred**

- Knowledge of academic programs and systems at Austin Community College.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Maintaining an established work schedule, including some evening and/or weekends.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Working collaboratively, as well as independently with autonomy and initiative.
- Using organizational and planning skills to develop processes and procedures.
- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Demonstrated proficiency at research skills.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies, and procedures.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Writing professional level correspondence.

## **Computer Skills**

### **Required**

- Demonstrated proficiency at an advanced level using standard office software applications and publishing and presentation software such as Microsoft Office, FrontPage, Dreamweaver, Publisher, Excel, and/or PowerPoint.

## **Physical Requirements**

### **Required**

- Occasional lifting of objects up to 10 pounds
- Work is routinely performed in office environments.
- Subject to standing, walking, sitting, bending, reaching, lifting, kneeling, pushing, and pulling.

## **Work Experience**

### **Required**

- Two years related work experience.

**Education**

***Required***

- Bachelor's degree.

**Safety**

***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.