

Specialist, Instructional Support Services

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 231001

Job Series/Job Family: Academic Program Support Series / Instructional Support Services Family

Reports To

Supervisor, Instructional Support Services

Job Purpose

To provide administrative and technical support for Curriculum Services, College Connection projects, and other department and special projects as required. Supports College efforts in College Connection Program statewide expansion with Texas Colleges as well as regional training programs and national program training initiatives.

Description of Duties and Tasks

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

Required

1. Posts curriculum changes through the Texas Higher Education Coordinating Board website.
2. Runs, edits, and distributes reports in relation to catalog production; coordinates catalog proofing and makes necessary changes; liaisons with Public Information and College Marketing in relation to catalog print changes for final drafts.
3. Coordinates College-wide instructional schedule production including providing "rolled" schedule to departments for each new semester; assists instructional departments with schedule changes; runs, edits, and distributes instructional departments schedule reports; assists departments during schedule proofing and liaisons with Public Information and College Marketing regarding print changes for final drafts.
4. Coordinates College Connection public relations activities including developing electronic presentations and handout packets for other community colleges and college-related organizations promoting the College Connection program. Creates new College Connection activity grids, agendas, listservs, and data tracking records for participating districts and area high schools.
5. Provides assistance with coordinating College Connection activities including developing activity schedules; maintains communication between College and local high school staff in relation to schedule changes or information updates.
6. Assists with textbook inventory maintenance, ordering, and training coordination; including downloading textbook orders, developing training materials for the textbook ordering system, and running textbook related reports.
7. Provides special projects assistance to ACC Administration.
8. Assists with computer application program testing in relation to the curriculum management system; updates related procedures manual.
9. Oversees production of training materials.

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

- Administrative processes and standards.
- Catalog production.
- Credit schedule production.

- Textbook inventory maintenance.

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.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating catalog and credit schedule production.
- Creating electronic presentations, information handout packages, and activity schedules.
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications at an advanced level and providing technical support for desktop software. Demonstrated proficiency using web development software such as Contribute or Dreamweaver.

Physical Requirements

Required

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

Work Experience

Required

- Three years administrative office work experience.

Preferred

- Work experience with web development software such as Dreamweaver or Contribute.

Education

Required

- Associate's degree in related field.

Preferred

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Other

Preferred

- Knowledge of listserv creation and maintenance.

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.