

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Supervisor, Academic Affairs

Department: Academic Support
Services

College: EVC or SJCC

Date: August 31, 2016

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs or assigned administrator, the Supervisor of Academic Affairs coordinates, assigns, reviews and participates in the work of staff in the Office of Academic Support Services.

NATURE and SCOPE

Supervise the day to day operations and functions of the Office of Academic Support Services with respect to technical aspects of schedule and catalog creation, hourly personnel services, provide support in the areas of instructional services, and schedule of classes; support the reassigned-time faculty.

KEY DUTIES and RESPONSIBILITIES

1. Supervisor the day-to-day operation of the Office of Academic Support Services.
2. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing efficient services; implement policies and procedures.
4. Coordinate and oversee the planning of the schedule of classes; supervise the maintenance of the course master file.
5. Coordinate with the office of the Vice President of Academic Affairs in the production of class schedules, catalogs, and other publications.
6. Monitor the administrative processing of instructional and non-instructional assignments of full- and part-time faculty members.
7. Advise and train college staff regarding loading, hourly personnel and payroll policies and procedures, catalog preparation, and use of Datatel System for records management.
8. Supervise the preparation of faculty load reports (S7s), and prepare a summary of these reports.
9. Supervise and coordinate, with the department of Research and Planning, the collection of data and preparation of reports on the transfer, enrollment, retention, and persistence rates of students.
10. Monitor the enrollment in courses in the semester schedule of classes for the purpose of recommending additions, cancellations, and other adjustments to the schedule to academic Deans and the Vice President of Academic Affairs.
11. Participate in long-range strategic and instructional planning, program reviews, and program analysis.

12. Develop and maintain procedures and manuals regarding preset schedule and catalog implementation.
13. Research, compile and summarize data for special projects and reports; make recommendations as appropriate.
14. Participate in long-range strategic and instructional planning, program reviews, and program analysis.
15. Supervise and maintain the scheduling of classrooms for internal and external rental and resolve room conflicts with clients.
16. Provide resources and serve on a variety of District committees as assigned.
17. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Principles of supervision, training and performance evaluation.
2. Organization, operations, policies and objectives of assigned office.
3. Payroll and personnel policies and procedures.
4. Record-keeping techniques.
5. Operation of a computer and related software, including integrated data base systems.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.

Skills and Abilities:

1. Perform a variety of administrative tasks to assure the efficient day-to-day operations of the office.
2. Train, supervise and evaluate the performance of assigned staff.
3. Communicate clearly and concisely, both orally and in writing.
4. Prioritize and schedule the work of others.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Meet schedules and time lines; Plan and organize work.
7. Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
8. Establish and maintain effective working relationships with those contacted in the course of work including the general public.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and

groups who may have experienced discrimination.

2. An Associate's degree from an accredited institution supplemented by college level course work in accounting, finance, business administration or a related field. A Bachelor's degree is preferred.
3. Five years of increasingly responsible executive assistant and/or administrative experience including supervisory responsibilities.

Working Conditions:

1. Typical office environment

Date Approved: 9/06; 8/30/16 (title change from Administrative Services Supervisor)

Salary Range: S130

EEO-Category: 2B2 - Other Professionals