

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Catalog and Schedule Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for organizing, coordinating, and preparing course catalogs or brochures, class schedules and other publications for a community college; and preparing reports and maintaining data relating to instructional divisions.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Oversees the preparation and publication of the class schedule, catalogs, mailers and other publications; works with District coordinators, administrators and other personnel, and outside vendors to ensure accuracy and completeness.
2.	Prepares and processes schedule changes to assure that revisions are made in the master and classroom schedules; organizes course data and inputs into computer terminal for registration; distributes information to appropriate offices and personnel for review and approval.
3.	Receives new course proposals, deletions and changes from instructional divisions; processes in accordance with established procedures and prepares for submission to the approving authority; inputs updated information into computer terminal.
4.	Proofreads and reviews written materials to assure that publications are accurate and complete; prepares final copy for printing and coordinates details with printing company.
5.	Develops schedule and catalog format and typeset publications as needed; designs and prepares art work including paste up and lay out.
6.	Responds to questions and provides information to Division Chairpersons and other District staff regarding curriculum and course scheduling procedures.
7.	Prepares a variety of written materials including course descriptions, advertisements, bid specifications for printing publications and publicity articles.
8.	Prepares a variety of reports and maintains records and data related to enrollment, attendance, course work, facility usage and other instruction-related areas.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Catalog and Schedule Coordinator maintains daily contact with faculty and staff, as well as frequent contact with various college or District departments and outside vendors.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum of 3 (three) years of increasingly responsible experience working in a college environment with involvement in campus-wide activities

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District practices and procedures, instructional areas, curriculum, courses, requirements and prerequisites

Knowledge of the procedures and methods required for approval of curriculum and course schedule in a community college environment

Knowledge of typesetting and graphic arts techniques including layout and paste up

Knowledge of modern office practices and procedures

Knowledge of record keeping techniques

Knowledge of various computer software applications

Knowledge and ability to operate a variety of office machines and graphics equipment including computer, copier, calculator, lettering machines, typesetting equipment and typewriter, etc.

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary

Ability to compile, organize and coordinate data from a variety of sources

Ability to prepare class schedules, brochures, catalogs, mailers and other publications for printing

Ability to schedule class times and location without conflict

Ability to read, interpret, apply and explain rules, regulations, policies and procedures

Ability to maintain records and prepare reports

Ability to work independently with little direction

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain cooperative and effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.