

**ENROLLMENT DATABASE SPECIALIST**

| **Reports to:** | Vice President, Instructional Services |  |  |
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| **Dept:** | Instructional Services | **Range:** | 31 |
| **FLSA:** | Exempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direction, perform a wide variety of difficult and highly complex, technical duties associ­ated with the production of college schedules ensuring compliance with all applicable regula­tions; communicate, track and monitor full- and part-time faculty instructional hours working in close cooperation with deans, department chairs and Payroll department; administer and coor­dinate the preparation of reports for federal, state and local district reporting requirements; develop and maintain instructional databases and develop reports; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Coordinate the logistics of the credit class schedule, closely monitoring out-of-the-ordinary classes; verify the accuracy of existing course and enrollment data and code new courses for entry in the database; enforce class size maxima agreements; gather, analyze and input schedule information; ensure hours of instruction are met to award appropriate credit to students.
2. Update and monitor semester, course, enrollment and instructor databases for accuracy; assign instruct­­ors and calculate lecture hour equivalents; monitor full-time instructor loads and associate faculty hours to ensure they remain under allowable maximums; develop lists of contract faculty, stipends/assigned time, banked/unbanked hours and leave; track and compute department chair stipends and reassigned time; coordinate with Human Resources and Payroll departments for each semester’s payroll; review and coordinate all faculty assignments.
3. Design and develop software procedures and queries; extract, verify, compile and format data from college databases and other sources for planning, decision making, evaluation and accountability purposes; analyze data for trends, accuracy and completeness, perform statistical analyses, prepare comprehensive reports and check for compliance with estab­lished procedures; develop tables, charts and graphics; provide support and coordination for district planning processes by collecting, reporting and analyzing data and providing recom­mendations.
4. Establish and maintain complex, interrelated filing systems including confidential files; prepare and maintain logs and manuals; track WSCH/FTEF, FT/PT ratio for enrollment analyses; at the request of the deans, provide analyses of teaching assignments and other departmental data.
5. Provide information and assistance to faculty, staff and administrators regarding timelines, policies and procedures related to class scheduling including California Community College System requirements; provide input on the college calendar; represent the department on cross-department committees and in meetings; negotiate and resolve business process and departmental issues.
6. Serve as an advanced functional expert for enrollment management software programs and modules; test and review system upgrades and integrity of third-party software integrations and makes recommendations on system changes and corrections; maintain user documen­tation and procedures; create databases and transfer data between software programs; analyze and reconcile data differences between systems and assist with other system integration issues.
7. Organize enrollment and schedule data into convenient formats and perform a variety of statistical computations. Analyze data for trends and make judgements regarding reliability and consistency of data. Learn and use new data analysis software as required.
8. Identify and evaluate systems, assist developer with integration of systems.

### OTHER DUTIES:

1. Assist with verifying accuracy of and assist developers with updating procedures for submitting data to the State Chancellor’s Office and other state reporting.
2. Coordinate production of class schedules; coor­dinate online posting of schedules with information technology staff.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. College course management software programs and system processing procedures, codes and data elements used to build and maintain the master schedule, at a highly detailed functional user level.
2. District policies and procedures regarding curricula and instructional programs offered by the district and associated degrees and certificates.
3. Title V, various California Education Code sections and Chancellor’s Office rules and regu­lations governing the development of community college curricula and course scheduling as they apply to assigned areas of responsibility.
4. Methods and techniques used to develop college and class schedules.
5. Methods and techniques for the development, maintenance and troubleshooting of assigned databases and related software.
6. Principles and practices of sound business communication.
7. Research methods and data analysis techniques.
8. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Prepare the college course schedule for annual publication.
2. Work collaboratively with administrators, deans, faculty, staff and others to complete course catalog and schedule database development processes efficiently and with a high degree of accuracy and to integrate data in a variety of systems.
3. Provide information, guidance and make recommendations to district faculty and staff on course scheduling and lecture hour equivalents.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Organize, set priorities and exercise expert independent judgment within areas of responsi­bility.
6. Perform research, analyze data for trends and compile a variety of complex administrative and statis­tical reports and tracking systems.
7. Develop and implement appropriate procedures and control and assist with integration of systems.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Communicate complex information effectively, both orally and in writing.
10. Understand, interpret, explain and apply applicable laws, codes and ordinances.
11. Represent the department effectively in dealings with other departments and software vendors.
12. Operate a computer and other standard office equipment and use spreadsheet, word processing and enterprise software.
13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree, and at least four years of progressively responsible experience in database management in an educa­tional setting or the development of class schedules and associated responsibilities; or an equivalent combination of training and experience. Experience in a community college is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

Vice Presidents, Deans, department chairs, faculty, administrators, co-workers, Public Infor­mation Office, repre­sentatives of other educational institutions and the State Chancellor’s Office.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.