

# CLASSIFICATION SPECIFICATION

## Administrative Assistant to the Director of Planning and Institutional Effectiveness

FT/PT Class Code: 4106, 4606      Pay Grade: B/C 11      FLSA: Non-Exempt      Rev. 06/29/18

**SUMMARY STATEMENT:** An incumbent is responsible for providing administrative support to the Director of Planning and Institutional Effectiveness in areas such as planning, assessment, and accreditation.

### **NATURE AND SCOPE:**

An incumbent in this class reports to the director of planning and institutional effectiveness. An incumbent is involved in designing and managing data management systems and reports, the submission and recording of collegewide assessments, and the submission and recording of College goals, objectives, and achievements. At this level, the emphasis is on researching, analyzing, and providing technical assistance to the director of planning and institutional effectiveness or in consultation with College administrators, directors, coordinators, and software developers.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Manages the submission of collegewide SLOA, ESOA and Mission Goal assessment plans and reports. Reviews assessment submissions to ensure threshold requirements are met in anticipation of review and approval by committees and high level administrators. Ensures assessment data is appropriately entered in the database. Designs and creates compilation reports, and additional summary reports as requested.
2. Solicits and interprets input from the director of planning and institutional effectiveness and other stakeholders to guide the design and development of comprehensive data management software, such as the Assessment Database, and serves as liaison with College software developers. Evaluates and critiques the effectiveness of software in production to discover and anticipate design flaws and recommends a course of action. Following implementation, performs ongoing testing and troubleshooting, and identifies and guides software enhancements.
3. Researches, compiles, and evaluates data for studies, reports, and special assignments. Makes recommendations for a course of action, including improvements and modifications for compliance with policies, procedures, and/or laws and regulations. Designs and develops reports, materials and templates for use in collegewide councils, trainings, and task forces.
4. Designs, draws, and distributes standard and custom reports utilizing the Assessment Database, for College stakeholders at all levels, including Board of Trustees, administrators, faculty, and staff.
5. Manages the submission of College level goals, objectives, and achievements to construct the College Plan and Achievement Reports. Manages completed goals, objectives, and achievements in the Planning database.

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## **PRINCIPAL ACCOUNTABILITIES:**

6. Manages Planning and Assessment databases. Monitors changes in College policies and procedures in order to implement adaptations to the database to meet requirements.
7. Provides user training and support for all planning and assessment databases.
8. Serves as a divisional liaison for planning and assessment. Ascertains the nature and scope of department inquiries and issues; determines a resolution to problems and initiates an appropriate course of action. Defers appropriate issues with a recommended solution to the director of planning and institutional effectiveness.
9. Assists the director of planning and institutional effectiveness in the efficient operation of the department, including facilitating effective and efficient communication, coordinating the director's calendar, and arranging committee, council, staff, and other meetings, conferences, travel, and similar activities.
10. Oversees the technical process and distribution of collegewide surveys. Synthesizes and analyzes results to compile summary reports.
11. Compiles financial data to assist in the preparation of the annual budget. Monitors and audits division budget and expenditures. Reviews, processes, and qualifies transactions.
12. Formats and types a variety of materials from written drafts or dictation containing difficult terminology and confidential information.
13. Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of campus operations, services, programs, organization, and functions including rules, regulations, policies, procedures, goals, objectives, and pertinent issues.
- ◇ Knowledge of principles and practices of office management, organization, general administration, and supervision.
- ◇ Knowledge of word processing, database management, and spreadsheet software.
- ◇ Knowledge of grammar, punctuation, spelling, and composition.
- ◇ Skill in keyboarding and setting up difficult/complex formats.
- ◇ Skill in problem solving and contingency planning.
- ◇ Skill in written and oral communications.
- ◇ Ability to apply and explain rules, regulations, policies, and procedures.
- ◇ Ability to think critically and make decisions.
- ◇ Ability to prioritize a wide range of tasks with competing deadlines and importance.
- ◇ Excellent keyboarding, formatting, word processing, decision making, critical thinking, organizational, interpersonal and communication skills.

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**MINIMUM QUALIFICATIONS:**

- ◇ Associate degree in a relevant field, and four (4) years of responsible administrative support/office management experience; or other equivalent combination of education and experience.