



**JOB INFORMATION**

Job Code	AA20C
Job Description Title	Coord III, Curriculum Mgmt
Pay Grade	SR09
Range Minimum	\$48,280
33rd %	\$57,940
Range Midpoint	\$62,770
67th %	\$67,590
Range Maximum	\$77,250
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Student Resources
Job Function:	Registrar

**JOB SUMMARY**

Coordinates the University-wide curriculum process and the University Bulletin as well as verify that the content has received appropriate approvals.

**RESPONSIBILITIES**

- Coordinates the Bulletin process for the Office of Undergraduate Studies to include monitoring copy changes and proofing the Bulletin copy prior to submission.
- Responds to inquiries relative to the curricular process and procedures.
- Edits course approvals for the preparation of the Bulletin.
- Prepares correspondence relative to submission of curriculum materials necessary for approvals at higher levels.
- Coordinates the workflow of the University Curriculum Committee for the Chair of the Committee.
- Ensures a follow-up visit with appropriate offices regarding pending decisions of the University Curriculum Committee for the Chair of the Committee.
- Maintains the Area V and the majors website.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	No specific Discipline	and	4 years of	Experience in a higher education institution practices and procedures, writing and editing communications/publications and/or in journalism and database maintenance and support.

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**  
Ability to see information in print and/or electronically.