

CLASSIFICATION SPECIFICATION

Curriculum Analyst

FT/PT Class Code: 3108, 3608 Pay Grade: B/C 15 FLSA: Non-Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent is responsible for the management of the College's curriculum processes, its implementation in all related curricular management systems, and ensures the accuracy and integrity of academic program requirements. An incumbent ensures that academic program curricula, new program and course development, and curricular changes align with Curriculum Guidelines and the Academic Calendar.

NATURE AND SCOPE:

An incumbent in this position reports directly to the Vice President for Academic Affairs. The incumbent provides support in areas listed in the summary statement as well as assists with the work of the College Curriculum Committee. The incumbent researches and advises the Deans of Instruction, Assistant Deans of Instruction and Department Chairpersons of the effect of proposed curriculum change on the integrity of program graduation requirements by cohort year, disseminates directives regarding curricular change and implementation in Banner, prepares various reports; performs special curricular projects and studies' and acting as a liaison between the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, the Deans of Instruction, the Collegewide Curriculum Committee, the Registrars, IIT, Marketing, and outside agencies in matters related to curriculum, the course catalog, and Banner.

PRINCIPAL ACCOUNTABILITIES:

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

1. Leads the management of the college's curricular processes and protocols, including planning, developing, administering, and implementing projects, initiatives, and curriculum requirements as they relate to multiple integrated management systems and college catalog. Provides consultation, interpretation, and training to College administrators, professionals, or administrative staff for the preparation, approval, and implementation of all curricular components.
2. Oversees the preliminary review of all new and existing academic programs, courses, and related curricular documents to ensure alignment with academic policies and submission requirements, including curricular structure, syllabi construction, prerequisite requirements, and technical components. Identifies and analyzes problems/issues to develop solutions and ensures quality, effective academic program and course elements are present prior to Curriculum Committee approval.
3. Leads in the design, development, implementation, and interpretation of curricular process and protocols as they relate to curricular components and initiatives in all related systems, including the College website, College Catalog, and Curriculum Guidelines. Recommends and assists in the development and/or revisions to College academic policies relevant to curriculum to provide clear guidance, strengthen standards, and adapt to changing needs.

PRINCIPAL ACCOUNTABILITIES, cont'd:

4. Plans, develops, and implements technological advancements and/or solves complex issues related to multiple integrated systems in partnership with cross-functional teams. Analyzes the impact of policies or initiatives on related curriculum management systems, including the online College Catalog, to define, translate, and implement new or enhanced controls.
5. Oversees the integrity of curricular data, systems, and cross-divisional initiatives by conducting audits and/or studies, developing management tools, and applying knowledge of the complex interdependencies of data across multiple Collegewide management systems and divisions to diagnose and resolve issues.
6. Applies curricular expertise to research, manage, analyze, and report data associated with curricular initiatives to support decision making by administrators. Summarizes curricular information for a variety of administrative reporting and student success initiatives.
7. Serves as liaison for Academic Affairs for a variety of external and internal applications and processes, including Department of Labor, U.S. Army, and U.S. Air Force for approval and maintenance of academic programs for tuition assistance. Evaluates student applications for Fresh Start and Academic Amnesty to ensure eligibility and authorizes approval. Identifies potential problems with graduation requirements and recommends a course of action.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of integrated databases and information systems, including Degree Works SCRIBE tools and coding language.
- ◇ Knowledge of curriculum theory and development principles.
- ◇ Knowledge of syllabi construction.
- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of Middle States standards, higher education legislation and regulations, and college academic policies and guidelines.
- ◇ Skill in using curricular structure to develop programs, curricula, courses, and syllabi.
- ◇ Strong skills to manage, negotiate, organize, and implement complex or multiple academic initiatives.
- ◇ Strong interpersonal, verbal, and written communication skills.
- ◇ Ability to collect, evaluate, and interpret data to develop sound conclusions and make appropriate recommendations.
- ◇ Ability to work independently and/or function in a team environment with administrators, professional, technical and administrative staff to achieve common goals.
- ◇ Strong problem-solving and decision-making skills to identify and analyze issues, assess the impact and develop a course of action.
- ◇ Understands the formal and informal structures in the College and the impact of decisions throughout the institution.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.