

**DIRECTOR, ENROLLMENT, AND CURRICULUM MANAGEMENT**  
**(Academic Administrator)**

**THE POSITION**

The Director, Curriculum and Scheduling/Articulation Officer is directly responsible to the **Associate Vice President, Student Services**, for the coordination and efficient management of curriculum processes, database management, the monitoring of Enrollments, the Curriculum and Program Approval Committee (CAPAC), the academic schedule of classes, catalog, facility usage, and the development and maintenance of articulation agreements with receiving institutions. Coordination of CAN (California Articulation Numbering) efforts and site manager for CurricuNET, ASSIST and OSCAR (Online Services for Curriculum and Articulation Review). Coordinates Transfer services **and resources**. Night, weekend and off-campus assignments may be required.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES**

Develop processes, time lines and agendas for CAPAC meetings; attend meetings. Serves as ex-officio member of CAPAC and the General Education Committee as Articulation Officer.

Serve as resource to staff/faculty/deans/CAPAC on curriculum development and implementation.

Facilitate, monitor, and supervise processing of courses; serve as a resource to departmental faculty in development of academic programs; review and process approved curriculum.

Input new/revised course and program information into master course and program files.

Review/input of selected topics courses offered each term.

Responsible for course schedules and course catalog description processing, academic list input, production and distribution.

Work as articulation officer to review/revise Associate Degree and General Education Breadth Requirements for campus distribution, catalog, and GE submission to CSU and UC. Responsible for Curriculum Management System and Curriculum Development System.

Oversee and develop transfer services and resources which fully leverage articulation programs. Integrate Transfer resources into existing and developing career centers on multiple campus sites.

Audit and review curriculum data for errors/adjustments in order to ensure correct student academic records (registration/transcripts).

Review Ohlone College catalog, CSU, GE and IGETC Certification forms for accuracy.

Coordinates and leads scheduling cycles; coordinating time lines and procedures resulting in the completion of each term's instructional schedule.

Coordinates enrollment tracking and planning efforts. Produces enrollment reports and statistics, supports enrollment forecasting and goal setting. Provides leadership and direction to Deans, Directors and Staff in meeting enrollment targets.

Organize and supervise the processing of all scheduling information, materials, equipment and clerical procedures; review schedule input from divisions for accuracy, completeness, and compliance to contract and catalog.

Oversee scheduling database management, and work collaboratively with the administrators and Division offices to assure accurate input of the schedule.

Produce an academic schedule of classes, within established time lines, assuring that the published courses are consistent with the catalog file; coordinate the publication and distribution of the class schedule with the College goals, College Relations Office and/or Business Services, including interface with printing companies for the printing of the class schedule.

Coordinate data accuracy/functions with Student System MIS processes and functions.

Prepare internal deadlines and schedule benchmark dates for approval for schedule production. Manage input of room assignments, changes, and all narrative portions of the schedule.

Prepare and update instructional secretaries' data entry procedures and other related materials each semester for inputting of the schedule.

Maintain instructional room schedules; identify and resolve room-scheduling conflicts; assist with the determination of scheduling patterns to maximize appropriate space utilization.

Coordinate, assign and bill activities of off-campus class offerings and facilitate cooperative relationships with community agencies. Assist in the formulation and make recommendations for campus policies affecting the scheduling and facility use areas.

Supervise and train office staff as assigned.

Compose correspondence, memoranda, and narrative and statistical reports related to section course and program development, scheduling and facility use.

Monitor and maintain budgets in areas of responsibilities.

Collect, compile, and report on scheduling data for budgeting, enrollment management, program review, and planning; assist in the analysis of data.

Develop and maintain articulation agreements (course-to-course, lower division major preparation, and general education) with receiving institutions (Colleges and Universities).

Continue to develop and maintain the Ohlone College Transfer/Articulation WebPages, disseminate articulation information to counselors and appropriate faculty and deans, and notify all receiving institutions of substantive and technical course changes.

Manage various articulation and transfer related grants, serve as liaison to system-wide offices and other institutions, and prepare annual and state reports as required.

Develop and maintain effective working relationships between faculty, counselors, curriculum office, and administration to facilitate articulation efforts.

Represent the College at workshops and conferences, especially those pertaining to articulation or transfer.

Assume other related responsibilities and perform duties as assigned.

### **DESIRABLE QUALIFICATIONS**

Education: Master's degree, or an equivalent combination of education and experience that indicates possession of the knowledge, skills, and abilities needed to perform the duties of Director, Curriculum and Scheduling/Articulation Officer.

Experience: Five years of increasingly responsible full-time experience in an academic environment, with a working knowledge of the development of academic course schedules including one year of management experience.

Knowledge of: Principles of record keeping; excellent database proficiency; modern office procedures; formatting and proofreading techniques; data processing applications and data base and spreadsheet programs; principles of supervision and public relations; good English composition and language usage.

Skills and Abilities to: Work collaboratively with other staff; plan and organize operational programs and activities effectively; perform complex and detailed tasks with accuracy; maintain effective liaison with all areas of campus and community; good public speaking skills; compile and present data in narrative and statistical formats; maintain accurate schedules and records; strong management and organizational skills; ability to comprehend and apply materials having technical, legal, and policy content; take accurate meeting minutes; apply legal and policy provisions to various problems, consistently and correctly; be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students and the communities served by the College; maintain, and foster positive and harmonious working relationships with those contacted in the course of work; ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public.

#### **SPECIAL REQUIREMENTS**

Ability to work in a standard office environment and availability to drive to off-campus locations. Perform repetitive motion typing activities inputting computer data.

#### **LICENSE REQUIREMENTS**

Possess and maintain throughout employment 1) a valid California Motor Vehicle operator's license and 2) a good driving record.

Approved: 9-23-98; Approved 8-14-02; Approved