Director, Curriculum Services

Job Code 50007198

General Description
Responsible for providing leadership, support and direction for curriculum policies and services to administrators, faculty, staff and students.

Example of Duties
Implement strategic plan and evaluate/process academic program proposals and administrative proposals.
Oversee the undergraduate catalog publication.
Monitor data entry in curriculum databases.
Review accreditation reports.
Assist in the preparation of the CBM reports for the TX Higher Education Coordinating Board.
Oversee articulation agreements.
Develop curricular policies and procedures.
Advise administrators, faculty, staff, on curricular matters.
Monitor the Academic Program Reviews.
Monitor the commencement budget.
Evaluate and process course fee requests.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Rules, regulations, policies and procedures of coordinating board, SACS and BOR; of degree programs; of institutional policies and procedures; of university software programs

Skill in: Working as a team member; in interacting courteously with others; in effectively directing the work of others and motivating output; in preparing reports and letters; in analytical/critical thinking; in planning; decision-making skills

Ability to: Understand written job instructions, policy and procedure statements, rules and regulations; to prioritize workload of self and others; to work under pressure; to write and prepare proposals and policies; to perform basic math; to communicate effectively;

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements