Coordinator, Curriculum

Job Code 00001560

General Description
Responsible for coordinating the undergraduate catalog publication and for supervising the undergraduate commencement ceremonies.

Example of Duties
Process and coordinate annual and out-of-cycle curriculum requests.
Review and coordinate degree program requests.
Coordinate undergraduate catalog publication.
Maintain curriculum databases/inventories.
Plan, assign, train, and monitor full time and student workers.
Coordinate distance education plans.
Perform general clerical duties.
Coordinate commencement activities.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Rules, regulations, policies and procedures of coordinating board; degree programs; UPPS; university software programs; basic math.

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

Ability to: Understand written job instructions, policy and procedure statements, rules and regulations; prioritize workload of self and others; work under pressure.

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