

Job Description: CURRICUNET SPECIALIST
Approved, Bargaining Unit President: 10/17/2014
Approved, MPC Associate Dean, Human Resources: 10/17/2014
Board Approved: 11/19/2014

MONTEREY PENINSULA COLLEGE

CurricUNET SPECIALIST

JOB SUMMARY

Under general direction perform a variety of tasks related to the implementation and maintenance of the college's CurricUNET database and website, attend Curriculum Advisory Committee meetings, work with faculty and administrators to create, approve and organize course outlines and curriculum using the CurricUNET program. Work closely with and communicate with the Academic Curriculum Scheduling & Catalog Technician. Provide support to the Curriculum Advisory Committee to process and appropriately document the approval of curriculum.

EXAMPLES OF FUNCTIONS

Essential Functions

Maintain current knowledge for the operation of the College's CurricUNET database and other related software, troubleshooting issues when necessary; develop close working relationships with the Deans, Division Chairs, Division Office Managers, CurricUNET Steering Committee, Curriculum Advisory Committee members and faculty to ensure the accuracy of the CurricUNET database.

Conduct training sessions for Administrators, Division Chairs, Division Office Managers and faculty on the use of the CurricUNET system software, data entry, and calculations; provide updated information and additional training as needed; provide technical support and assist faculty and staff in creating, and updating course outlines and related information using CurricUNET.

Adhere to calendar for curriculum review in conjunction with the five-year Program Review cycle for compliance with Title 5 regulations, and required review of Prerequisite/Co-requisite/Advisories. Notify instructional divisions to initiate the review process; track completion of review processes and update information in the College's CurricUNET system; troubleshoot and help with problems related to CurricUNET data entry.

Design and generate reports as needed; work with software vendors as required.

Attend Curriculum Committee meetings and serve as a resource person; take minutes and disseminate to committee members for correction, deletions and additions; disseminate and post final minutes; provide regular updates on the progress of curriculum proposals through the approval process; maintain appropriate records on the approval of curriculum using the CurricUNET system.

Serve as a resource person to faculty and staff for items such as course outline review, Title 5 requirements, the prerequisite validation process and miscellaneous other policies and procedures related to curriculum development

Enter new information and maintain existing data tables in the CurricUNET system in conjunction with the Academic Curriculum Scheduling & Catalog Technician to assure that timely and accurate information is available for faculty/staff use.

Provide professional development sessions and advise faculty and staff with regard to essential elements of the curriculum development process such as proper numbering of courses, contact hours and units, language for course objectives, transferability issues, and other related topics.

Prepare and distribute written or online communications to faculty to advise them of established curriculum processes and submittal deadlines for use in the CurricUNET system.

Update and maintain the various CurricUNET web forms related to curriculum and program approval.

Other Duties

Participate on committees as required.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

Knowledge

Knowledge of: Microsoft Office Suite and database software programs; methods of collecting and organizing data and information; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; training techniques.

Abilities

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; quickly learn and efficiently and accurately use CurricUNET and other software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; learn community college functions, policies, rules and regulations; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.