

<b>POSTING DETAILS</b>	
Posting Number:	2369
Position Title:	Curriculum Coordinator/Scheduler
Reports To:	Chief Academic Officer
DBM:	B31
Type of Position:	Classified
Assignment Description:	This is a full-time, hourly assignment.
Salary:	Base pay starts at \$23.17 hourly
Type of Benefits:	<ul style="list-style-type: none"> <li>• Medical, dental (with orthodontia), vision</li> <li>• Life, Long-term disability</li> <li>• State PERS retirement</li> <li>• Tuition Waiver</li> <li>• Employee Assistance Program (EAP)</li> </ul>
Other Benefits (if applicable):	<ul style="list-style-type: none"> <li>• Employees and eligible dependents receive a tuition waiver and free use of our fitness facility.</li> <li>• In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.</li> </ul>
Department:	Office of Instruction
Job Summary/Basic Function:	Under the supervision of the Chief Academic Officer, this position performs administrative and technical support functions related to curriculum and courses in compliance with College Policies and State and regional accreditation requirements. Works in cooperation with instructional staff, deans, directors, and across other supporting departments. Coordinates and facilitates college facility rental requests as assigned.
Essential Duties:	<p><b>ESSENTIAL DUTIES</b></p> <ol style="list-style-type: none"> <li>1. Reviews development and initiates revision updates and maintenance of course descriptions, ensuring that they are stated in terms of student outcomes.</li> <li>2. Coordinates applications for new career/technical programs and serves as liaison with the Office of Community Colleges and Workforce Development (CCWD) for program and course approval.</li> <li>3. Manages the College's curricular offerings through the State's online database program – Webforms. This includes new programs (Career/Technical) and courses (Lower Division Collegiate, Occupational Supplementary, and Adult Continuing Education), updates and changes to programs and courses, and suspensions of programs.</li> <li>4. Develops and maintains in coordination with administrative staff database functions relating to basic course list, tuition and fee data, course descriptions, weekly clock hours, etc., according to policies and procedures.</li> <li>5. In coordination with directors, instructional administrators, Instructional Council, and College and State policies, maintains revisions to the college catalog, including degree requirements and program and course descriptions.</li> <li>6. Includes updating of degree checklists according to policy and assisting in formulation of Instructional Council agendas.</li> <li>7. Provides direction to the production of the class schedule and monitors term class schedule offerings inputted by instructional areas to ensure all degree requirements are available, classrooms are assigned, courses are scheduled at times to ensure least number of conflicts. Includes monitoring ongoing modifications, class counts, course closures, recommendations for adding sections, room assignments, etc.</li> <li>8. Provides research and assistance to faculty, deans, directors, instructional staff, and administration.</li> <li>9. Provides training and ongoing support to instructional staff regarding schedule and course master database systems and information.</li> <li>10. Serves as resource to Instructional Council relaying stated State and regional policies.</li> <li>11. Responds to staff and community inquiries regarding course offerings, degree programs, and curricular policies and procedures.</li> <li>12. Coordinates and facilitates college facility rental requests as designed.</li> <li>13. Maintains Facility Database using Outlook, or other college approved scheduling software (Program and Data). Provides rooms for classes.</li> <li>14. Enter majority of offered classes into the schedule, assigning meeting locations; revises schedule entries and cancelations as directed. Works with Instructional Administrators and staff to assure accuracy.</li> <li>15. Posts and logs faculty absences in collaboration with the Office of Instruction.</li> <li>16. Performs other duties of a similar nature or level.</li> </ol>
<b>MINIMUM QUALIFICATIONS</b>	
Education and Experience:	An associate's degree, including college level course work in business administration, education, or related field, and two years of experience in higher education or the equivalent, including any

	combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed.
Knowledge, Skills and Abilities Required:	<ul style="list-style-type: none"> <li>• Knowledge of higher education administrative procedures, practices, and functions.</li> <li>• Knowledge of educational course numbering systems and degree requirements.</li> <li>• Significant knowledge of computer operations and database operations, including competency using Microsoft Suite programs Access, Excel, Word, and Outlook.</li> <li>• Skill in task organization and prioritization.</li> <li>• Skill in creating record keeping systems, including the ability to establish and maintain paper and electronic filing systems.</li> <li>• Ability to communicate effectively and appropriately across departments, campus-wide and with the public.</li> <li>• Ability to work independently and perform duties efficiently with a high degree of accuracy.</li> </ul>
Physical Requirements:	The work performed in this position involves sitting at a desk, working on a computer keyboard. Walking, particularly between campus buildings, is necessary; walking on campus often includes steep slopes and stairs.
Other:	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	August 19, 2024
Special Instructions to Applicants:	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.
<b>TO APPLY, PLEASE SUBMIT THE FOLLOWING:</b>	
Optional Applicant Documents:	<ul style="list-style-type: none"> <li>• Other documents in support of application</li> <li>• EEO Form (used for HR data collection only)</li> <li>• Unofficial transcripts</li> </ul>
Required Applicant Documents:	<ul style="list-style-type: none"> <li>• Application</li> <li>• Cover Letter</li> <li>• Resume</li> <li>• Answers to Supplemental Questions</li> </ul>
<b>CLOSING DATE:</b>	This position is open until filled with first review of applications on September 6, 2024