Curriculum Management Specialist 2022-29445

Updated: Jan 8, 2022
Location: UC Irvine Campus
Job Type:
Department: Engr Curric Anlyt Stud & Acred

Job Opening ID: 29445
Reports To: Curriculum Accreditation Supervisor
Working Title: Curriculum Management Specialist
Department: Engr Curric Anlyt Stud & Acred
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 004523
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5, M-F
Employee Class: Career

Position Summary:

Founded in 1965, the Henry Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School’s aim is to unleash innovation, create opportunities and inspire ingenuity. The Samueli School’s faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society. Current research thrusts include Communications and Information Technology, Energy and Sustainability, Human Health, and Advanced Manufacturing and Materials. Part of the Dean’s Office, the Curriculum, Analytical Studies, & Accreditation (CASA) …supports the academic departments within the Henry Samueli School of Engineering in the planning and preparation for the functions of Accreditation, Curriculum Management and Course Enrollment Management with internal and external entities. The CASA office provides assistance and support to the various educational departments, staff, and faculty with the Henry Samueli School
of Engineering through our efforts in general supervision, advise and management of the Catalogue updates and changes; processing and administrating of Articulation Agreements; compilation and reporting on Student Success Analysis; as well as providing support and execution of departmental Course Management and Scheduling.

In consultation with department management but working with a high degree of independence, applies in-depth knowledge of department / school / college requirements to determine the courses to be taught by the department / school / college toward the B.A. / B.S. and graduate degrees. Takes into consideration the proper sequencing of courses for progression toward degree, courses taught in other departments, and other complicating factors. Makes recommendations for replacement courses. Work is reviewed by results achieved.

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>Yes</td>
<td>Utilizing extensive knowledge of course content, facilitates new course approval and curriculum revisions through interaction with the Coordination of College Policy, Academic Senate, or similar organization.</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Advises department / school / college chair / dean on complex curricular issues and recommends courses of action when new courses, programs are introduced.</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Responsible for overseeing alignment of external degree programs and courses to School offerings for Articulation</td>
</tr>
<tr>
<td>25%</td>
<td>Yes</td>
<td>Working with a high degree of independence, in consultation with Chair / faculty committee, determines courses to be offered each term based upon department major requirements for B.A. / B.S. and graduate degrees, enrollment trends, course restrictions, and faculty availability.</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Recommends to department management replacement courses when necessary.</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Projects future course planning based upon faculty availability, taking into account sabbaticals, fellowships and grants, internal and external administrative assignments, and courses taught in other departments and / or other universities.</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Devises solutions to classroom space and scheduling problems, taking into account the curriculum needs of students, the needs of faculty, and available options.</td>
</tr>
<tr>
<td>10%</td>
<td>Yes</td>
<td>Provides support in the documentation and of compliance of policies and procedures.</td>
</tr>
<tr>
<td>15%</td>
<td>Yes</td>
<td>Other duties as needed, which may include basic office administrative functions, support with Admissions, software licensing, lab planning and support, and instructional support</td>
</tr>
</tbody>
</table>

Compensation Range:

$25.00 - $30.00
Department Website:

https://engineering.uci.edu/

Required:

Bachelor's degree in related area and / or equivalent experience / training. Other duties as needed, which may include basic office administrative functions, support with Admissions, software licensing, lab planning and support, and instructional support. Thorough knowledge of common University-specific computer application programs. Thorough knowledge of department, organization, and University policies, procedures, and directives. Thorough knowledge of department and school / college general and major course and degree requirements. Strong interpersonal skills to work with and gain trust from department senior management, faculty, and students. Proven ability in problem identification, reasoning, analysis to identify trends. Proven ability to find solutions to conflicting situations. Knowledge of Family Education Rights Privacy Act.

Preferred:

Analytical writing experience Database management and processing.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500.