Curriculum Management Specialist 2022-29450

Updated: Jan 7, 2022
Location: UC Irvine Campus
Job Type:
Department: Engr Curric Anlyt Stud & Acred

Job Opening ID: 29450
Reports To: Curriculum Accreditation Supervisor
Working Title: Curriculum Management Specialist
Department: Engr Curric Anlyt Stud & Acred
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 004522
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, uses professional concepts in drafting department schedule for courses, seminars, and special events, taking into consideration faculty leaves, preferences, and faculty course load, classroom availability, and enrollment figures. Schedule may be reviewed to ensure it meets the needs of students for degree progression. Independently obtains classrooms for courses taking into account the requirements and restrictions of the Campus Scheduling Office.

| % of time | Essential Function (Yes/No) | Key Responsibilities  
(To be completed by Supervisor) |
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<td>50</td>
<td>Yes</td>
<td>Prepares and submits course approval forms to the Committee on Courses of the Academic Senate when the department proposes additions, changes, or withdrawals of courses.</td>
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<td>Yes</td>
<td>Reviews complex curricular issues and recommends course of action when new courses, programs are introduced</td>
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<td>Yes</td>
<td>Reviews alignment of external degree programs and courses to School offerings for Articulation</td>
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<td>Yes</td>
<td>Drafts schedule of courses to be offered each term based upon a provided course listing, enrollment trends, and faculty availability.</td>
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<td>Yes</td>
<td>Using judgment and discretion, independently obtains classrooms for courses taking into account the requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, equipment and facility needs, department and campus needs.</td>
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<td>Yes</td>
<td>Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty or senior level manager on options.</td>
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<td>Yes</td>
<td>Works with other departments to set up cross-listed and room-shared courses.</td>
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<td>Yes</td>
<td>Collects, analyzes, and provides statistics on enrollment trends to department management.</td>
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<td>Yes</td>
<td>Manages student enrollment for efficient use of classroom space and resources, and ensures students are enrolled based upon established priorities.</td>
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<td>Yes</td>
<td>Sets up enrollment limits, seat reservations, and other course restrictions.</td>
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<td>Yes</td>
<td>In consultation with faculty, drops no-shows and replaces them with the highest-priority waiting-list students.</td>
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<td>Yes</td>
<td>Provides information to faculty and visiting instructors about scheduling procedures and practices and enrollment needs.</td>
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<td>10%</td>
<td>Yes</td>
<td>Provides support in the documentation and of compliance of policies and procedures.</td>
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Compensation Range:

$21.32 - $26.22

Department Website:

https://engineering.uci.edu/

Required:

Four to Six years of administrative work experience required for this job. Bachelor's degree in related area and / or equivalent experience / training. Interpersonal skills to work with department senior management, faculty, and students. Ability in problem identification, reasoning, analysis to identify trends. Ability to find solutions to conflicting situations. Knowledge of Family Education Rights Privacy Act.

Preferred:

Knowledge of common University-specific computer application programs. Knowledge of department, organization, and University policies, procedures, and directives. Knowledge of department and school / college general and major course requirements. 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