SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Curriculum/Accreditation Assistant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of highly responsible secretarial support duties in the preparation and processing of curriculum, catalog, and related instructional processes. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class assists in the collecting, evaluating, assembling, and proofing of data and information for inclusion in college curriculum, catalogs, reports, and other materials and provides secretarial support for Accreditation related duties. This job class performs complex and highly responsible technical and secretarial skills requiring the use of initiative, organizational skills, problem solving skills, and independent judgment in the organization, coordination, and processing of work and information. This job class requires multi-tasking, strong communication skills, and extensive software knowledge.

SUPERVISOR Vice President of Academic Affairs or designee

TYPICAL DUTIES

- Updates and distributes yearly curriculum deadlines list/calendar for curriculum council information.
- Maintains, updates, posts, and distributes documents to include Five-year review list, DE approved course list, FSA/Disciplines list, TBA course list, SLOs, GELOs, PLOs, and Gainful Employment.
- Maintains and distributes updates for Multiple Measures binder as required based on Curriculum Council action.
- Assists with the processing of all submitted curriculum (pre- and post-curriculum council action.)
- Tracks courses/programs submitted to ensure compliance with review requirements, tracks Technical Review Committee (TRC) comments/concerns and forwards to appropriate Division for action, tracks course paperwork and communication with Divisions.
- Creates, distributes, and posts agendas and attachments.
- Takes, distributes, and posts Curriculum Council minutes.
- Posts approved documents (course outlines, SLO/PLO/GELO information, etc.)
- Keeps current with new regulatory requirements and takes action as needed to ensure District compliance.
- Accreditation work as needed, including maintaining files, distributing information and preparing for site visits.
- Maintains tracking logs for courses and programs.
- Performs other curriculum related duties as needed.

MARGINAL FUNCTIONS

Assists with:

- Ongoing audit of Curriculum Inventory information to verify accuracy (Chancellor’s Office.)
• Course/program proposal submissions/tracking to Chancellor’s Office and Datatel master course updates.

• Gainful Employment records to maintain current list of all Title 4/GE certificates and ensure master course date matches Financial Aid reporting information (including CIP codes).

• Catalog updates (both printed and online documents) based on Curriculum Council action and Chancellor's Office approvals, revised/new BP/APs, input from other offices, etc.

• Verifies catalog information is current and accurate.

• Reporting Non-Credit Inventory Report, Inventory of Approved Programs, Non-Credit Course applications, Yearly Stand-Alone Course Training Verification, etc.

EMPLOYMENT STANDARDS

Knowledge of:

• rules and regulations, policies and procedures governing curriculum of a community college district and accreditation

• computer software and usage and dedicated computerized systems

• Business English including grammar, punctuation, vocabulary and spelling

• proper office methods, techniques, and procedures

Ability to:

• learn the operations, procedures, policies, and requirements of assigned office and apply them with good judgment in a variety of situations

• learn, interpret, and successfully apply established rules, procedures, and policies with good judgment while independently carrying out a variety of technical and routine administrative procedures

• independently carry out a variety of office and routine administrative procedures

• collect, prepare and maintain accurate and complete records and reports

• independently track progress of required materials from other offices

• independently compose and type correspondence and reports

• compile and maintain the security of confidential information

• effectively use personal computer and dedicated computerized systems

• operate a variety of standard office equipment

• effectively and tactfully communicate in both oral and written forms

• establish and maintain effective work relationships with those contacted in the performance of required duties
• accurately type at a rate required for successful job performance
• accurately perform mathematical calculations
• prioritize and appropriately schedule workload or tasks to meet established deadlines
• compile and maintain the security of confidential information

EXPERIENCE/EDUCATION
• Associate in Arts Degree or equivalent
• Increasingly responsible technical/secretarial experience, preferably in an educational setting.