



Position Title:	Curriculum Systems Coordinator	Job Code:	0790-00E
Reports To:	Director, District Academic Programs	Job Group:	PEC
Department:	District Academic Programs	Salary Grade:	16
Prepared By/Date:	Jennifer C. Brito/05-07-2010	FLSA Status:	Exempt
Approved By/Date:	Dr. Mollie DeHart/05-10-2010		
Revised:	Donna French/07-14-2011		

Summary:

The Curriculum Systems Coordinator serves as a liaison with the MDC curriculum management system provider, and provides technical support to academic areas in curriculum management.

Essential Duties and Responsibilities:

- Manages and maintains the system (including database, web application and service, user administration, single sign-on, etc.) to ensure effective implementations and availability of curriculum processes
- Provides technical assistance to College users (administrators, faculty, and staff) on the curriculum system
- Supervises the technical implementation of the MDC course dictionary database in accordance with SCNS and the MDC curriculum management system
- Serves as an analyst for the curriculum management system
- Serves as the MDC technical liaison with the curriculum management system provider and implements updates as appropriate
- Serves as a technical resource to District Academic Programs
- Assists in the development of system policies and implements and maintains policies and curriculum designs in accordance with MDC standards
- Develops/authors and maintains system documentation and procedural manuals in accordance with appropriate standards and efficient use of the system
- Develops training modules and coordinates with CT&D to provide training and/or support to campus and departmental curriculum authors and system users
- Develops web applications for related curriculum management processes and implementation
- Designs and implements reports using the curriculum management system data solutions
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of computer tools and software in order to successfully accomplish his/her assigned tasks
- Knowledge of curriculum development and processes, Microsoft Office, Adobe Acrobat, Adobe Distiller, Adobe Design, Adobe In-Design, Macromedia Suite, Adobe Photoshop, and HTML
- Working knowledge of scan functions, document management and editing, mobile devices, desktops, server technologies, and data burn functions
- Knowledge and understanding of college organization and higher education
- Knowledge and ability to program, maintain, and implement systems, using Visual Basic, ASP.NET, Adobe Bridge, Structured Query Language, Web Services (or appropriate equivalent), and authentication systems
- Advanced critical thinking skills as well as advanced attention to detail
- Ability to perform tasks with minimal or no supervision

- Ability to prepare reports, presentations, memos, correspondence and procedure manuals
- Ability to solve problems and deal with a variety of concrete variables
- Ability to interpret instructions and procedures furnished in writing, oral, diagram, or schedule forms
- Hands-on knowledge of database technologies, and of data communications
- Ability to work well with others and have good communication skills, both verbal and written
- Ability to exercise system needs/changes, user support, and curriculum work-flow management
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work effectively, courteously and agreeably in a multi-ethnic/multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree from a regionally accredited institution and seven (7) years of experience, or Master’s degree from a regionally accredited institution and three (3) years of experience
- Overall understanding of server-based databases and web technology applications

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name