

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: April 22, 2021

Position: Curriculum Coordinator

Minimum Qualifications:

1. Bachelor's degree **required**.
2. A minimum of One-year (1) year of full-time related work experience **required**.

Job Functions:

The Curriculum Coordinator builds and maintains the college's curricula in the Banner and Degree Works databases. The Coordinator is the primary contact for Degree Works and leverages it to support initiatives related to orientation, financial aid, advising, student success, guided pathways, retention, and graduation. The Coordinator provides leadership and promotes continuous improvement in the college's processes related to graduation. This position will report to the Director of Articulation & Registrar. The employee will:

1. Build and maintain each of the college's degrees and certificates in Banner and in DegreeWorks.
2. Work with appropriate college personnel to stay abreast of all proposed and approved curriculum changes; ensure approved changes are updated promptly and accurately.
3. Serve as the primary contact for DegreeWorks, ensuring degree audits for each of the college's degree and certificate program are available and accurate.
4. Stay abreast of changes and updates from the Alabama Community College System (ACCS) and Articulation and General Studies Committee (AGSC) to ensure the college's degree programs are aligned with State requirements and with approved transfer pathways.
5. Train advisors, faculty, and other staff members in the use of DegreeWorks and in the proper loading of curricula to students' records in Banner.
6. Utilize electronic/digital forms to streamline processes related to curriculum and graduation.
7. Load course waivers and substitutions into DegreeWorks.
8. Load and review graduation applications into Banner and respond to inquiries regarding degree requirements and graduation status.
9. Evaluate Reverse Transfer applicants for graduation.
10. Serve as co-editor of the College Catalog and Student Handbook-to include coordinating the process of appropriate college personnel reviewing all catalog material, reviewing revised catalog text changes for accuracy and consistency, and preparing the catalog text document(s) to be sent to designer.
11. Respond to National Clearinghouse degree verification inquiries and other requests related to curriculum and graduation.
12. Run and analyze discrepancy reports related to curriculum and graduation.
13. Serve as Enrollment Services representative on committees as appointed.
14. Perform other related job duties as assigned.

Salary: \$45,920.00 to \$60,777.00 based on ACCS Board of Trustees Schedule E1/02 and experience.

Application Deadline: 4:30 p.m., May 13, 2021

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Remember **that the work experience verification completion is your responsibility**. Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

EQUAL OPPORTUNITY EMPLOYER