

Curriculum Management Specialist - 64610-1A

Updated: Feb 6, 2024

Location: Irvine-Campus

Job Type:

Department: Engr Curric Anlyt Stud & Accred

Job Opening ID: 64610

Reports To: Curriculum Accreditation Supervisor

Working Title: Curriculum Management Specialist

Department: Engr Curric Anlyt Stud & Accred

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 004522

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

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.

Under general supervision and direction by the department Supervisor, the candidate is responsible for assisting in the curriculum management for The Henry Samueli School of Engineering. Responsible for all published content in the UCI General Catalogue related to the Samueli School of Engineering. Responsible for obtaining approval of all course and degree programs and related policies. Oversees all articulation efforts with California Community Colleges, and other domestic

and international institutions. Provides analysis of student success related to academic program content. Participates in the implementation of course offerings, including course scheduling, teaching plan analysis, determination of instructor workload, and broad support to faculty, staff, and students. Participates in ongoing training and support to faculty and staff on accreditation policies and procedures, associated criteria and processes, and provides general support for the School's accreditation and program reviews. Participates in broad data analysis activities, data acquisition, and development of methodologies for a wide range of internal and external needs.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
50	Yes	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.
	Yes	Reviews complex curricular issues and recommends course of action when new courses, programs are introduced
	Yes	Reviews alignment of external degree programs and courses to School offerings for Articulation
25	Yes	Drafts schedule of courses to be offered each term based upon a provided course listing, enrollment trends, and faculty availability.
	Yes	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.
	Yes	Consults with Campus Scheduling Office and instructors on issues regarding obtaining appropriate classrooms and advises faculty or senior level manager on options.
	Yes	Works with other departments to set up cross-listed and room-shared courses.
	Yes	Collects, analyzes, and provides statistics on enrollment trends to department management.

	Yes	Manages student enrollment for efficient use of classroom space and resources, and ensures students are enrolled based upon established priorities.
	Yes	Sets up enrollment limits, seat reservations, and other course restrictions.
	Yes	In consultation with faculty, drops no-shows and replaces them with the highest-priority waiting-list students.
	Yes	Provides information to faculty and visiting instructors about scheduling procedures and practices and enrollment needs.
10%	Yes	Provides support in the documentation and of compliance of policies and procedures.
15%	Yes	Other duties as needed, which may include basic office administrative functions, support with Admissions, software licensing, lab planning and support, and instructional support

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).
 The expected pay range for this recruitment is \$24.71 - \$29.00 (Hourly Rate). The Full Salary Range for the salary grade this position is assigned to is \$24.71 - \$41.86 (Hourly Rate).

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 Interpersonal skills to work with department senior management, faculty, and students.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

Closing Statement:

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](#). We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming. UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu