



- x Communicate changes in relevant laws, regulations, and procedures to the dean of academic affairs for curriculum and scheduling, curriculum



- x Record-keeping techniques.

#### Skills and Ability to:

- x Provide technical support in the development, implementation, and approval of instruction-related data. Research, compile and summarize a variety of information.
- x Analyze situations accurately and adopt effective course of action using analytical thinking and problem solving techniques.
- x Analyze systems and processes, identify gaps/breakdowns, and identify solutions to address deficiencies.
- x Perform complex analyses related to curriculum and scheduling.
- x Interpret, apply and explain strict policies and procedures, state and federal rules and regulations related to scheduling functions interpret and apply laws, rules, guidelines and regulations related to assigned activities.
- x Maintain complex, detailed and accurate records and files for historical record, audit purposes, and the creation of reports. Perform difficult and technical data evaluations.
- x Coordinate, plan, direct and organize work.
- x Organize and prioritize tasks to manage workload both independently and as part of a team.
- x Establish and maintain cooperative and effective working relationships with others.
- x Train and provide work direction to others.
- x Communicate effectively both orally and in writing; use interpersonal skills including tact, patience and courtesy.
- x Input data into computer systems and generate reports, modifying programs as needed.
- x Operate a variety of office equipment including computer, at a high level of proficiency, and quickly learn new programs.
- x Meet schedules and time lines.
- x Work independently with little direction.

#### EDUCATION AND EXPERIENCE

Bachelor's degree with four years of experience in education/business related to curriculum, scheduling, or enrollment management.

#### PHYSICAL EFFORT/WORK ENVIRONMENT

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Human Resources & Equal Employment Opportunity