

CURRICULUM ASSISTANT Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: TC-3 grade of I

Approved: 0

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position with at least one year of paid experience within an educational setting; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an associate's degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position with at least two years of paid experience within an educational setting; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in office management or senior level clerical position with at least three years of paid experience within an educational setting; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The employee in this class is responsible for independently performing complex clerical operations in support of the Curriculum department functions. The work calls for frequent exercise of independent judgment in disseminating information regarding departmental policies and practices, and in planning the routine of the curriculum department. This position routinely utilizes a high level of computer applications skills including, but not limited to, word processing, spreadsheet, graphic and database applications. This position will also provide administrative support to the Associate Dean of Curriculum and Academic Records. The incumbent reports directly to the Associate Dean and the work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in analyzing problems and providing services. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of interns and student workers. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides clerical support to the Curriculum Committee and other faculty and staff to effectively carry out the mission of the Department;

Performs related work necessary for the efficient execution of administrative functions of the Curriculum and Academic Records department including answering inquiries in person or by telephone regarding College programs or services;

Assists the Associate Dean with:

- the management and maintenance of the master course syllabus database;
- the coordination of annual reviews and updates of all master course syllabi;
- the research and transmission of information about potential new degree and certificate programs, including information from national, state, and local market resources, SUNY, NYSED and related education sources;
- the preparation of internal, SUNY and NYSED documents for new program proposals and changes to existing degree and certificate programs;
- the department administrative functions including a department project databases, maintenance of department budget, annual budget request forms, ongoing expense tracking, purchase orders, leave reports, travel reimbursement, and department files;
- the communication with other four year college officials related to curriculum and academic records matters;

Maintains electronic and paper files related to articulation agreements including the notification to college staff about existing degree and certificate programs;

Maintains the accuracy of curriculum related information in the Student Information System (SIS);

Verifies accuracy of degree and certificate requirements used for production of the online college catalog;
Provides support for development of new and updates to existing articulation agreements;
Creates, reviews and edits correspondence, memorandum, meeting minutes and reports and other documents as necessary in support of the Curriculum Committee, including the maintenance of the curriculum portal;
Supervises interns and student workers - assign work, furnish guidance while work is in progress and review finished work on completion;
Communicates with other campus constituents on departmental matters and may resolve routine administrative problems;
Responsible for all other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Thorough knowledge of word processing, spreadsheets, database, and graphic software applications;
Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to supervise, plan, assign and review the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to perform close detail work;
Excellent written and oral communication skills, and ability to use varied methods of communication to establish and maintain positive and productive relations with students and staff;
Good judgment in solving complex clerical and administrative problems;
Tact and courtesy.

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