

Class No.	
Original Date:	
Revision Date:	May 2014 November 2015
Pay Group:	24

CLASS SPECIFICATION

CURRICULUM ADVISOR

NATURE AND SCOPE OF WORK:

This is administrative and technical work in support of the Registrar's role in the organization, review, maintenance and validation of new or revised curriculum (courses and programs); arranges submissions, vets, and produces the annual University Calendar and other publications pertaining to curriculum. This position is primarily responsible for the maintenance of all course and program information for the Student Information System and for the University Calendar, Web and other publications. This position reports to the Associate Registrar, Admissions and Graduation.

ILLUSTRATIVE EXAMPLE OF DUTIES:

- Liaises with and provides guidance to faculty, program areas, Coordinators and Deans on the requirements and process for program and course development and revision ensuring alignment with Senate approved policy and procedures.
- Provides guidance to program areas and course designers regarding course numbering, prerequisites, co-requisites, equivalents and program design.
- Reviews all submissions for new and revised course outlines and program profiles for accuracy and completeness. Liaises with Coordinators and Deans to establish accurate and complete documentation.
- Handles the review of new and revised course outlines and program profiles with related areas (admissions, financial aid, scheduling and registration) to ensure a complete review prior to submission to the Registrar for review and sign off.
- Organizes and oversees the timelines for Registrar's Office review and approval to ensure timely submission to the Senate Curriculum Committee (SCC).
- Establishes priorities based on SCC and Senate deadlines, calendar publication deadlines, scheduling and registration deadlines.
- Arranges and compiles final submissions of approved curriculum and program profiles and prepares documents for publication on the University website.
- Maintains files for all course and program changes.
- Maintains records of accurate and up to date course and program information as part of the University records
- Updates and maintains all academic course data in Banner and all program data in the program database, including set up of new courses and programs, revisions to existing courses and programs and the withdrawal of courses and programs while ensuring data integrity and consistency.
- Analyzes prerequisite combinations using Boolean logic and enters prerequisites and co-requisites in Banner to ensure proper compliance at registration.
- Ensures high level of accuracy in determining prerequisite logic and in the entry of pre- and co-requisites in Banner.

- Troubleshoots complex registration problems by investigating and determining reasons for inability to complete registration process; resolves or recommends solutions.
- Maintains and sets up all exceptional tuition fees at the catalogue level
- Maintains integrity and accuracy of related Banner data including maintaining all curriculum rules in Banner, and building and running Access queries to verify integrity of Banner Data.
- Updates graduation audits in Banner based on curriculum changes
- Builds compliances based on new or changed curriculum
- Maintains program offering application dates and vets this information with program areas and/or Deans.
- Distributes timelines to other related areas in a timely fashion to ensure complete roll out of application process.
- Initiates and completes the synching of program offering data with the online application service (EducationPlanner BC).
- Organizes and completes set up, review and testing of application information in Banner and database coordination with EducationPlanner BC.
- Assists with the production and publication of the official online University calendar, including: establishing timelines for the publication of the University online calendar, liaising with all departments on campus regarding calendar submissions, and compiling, editing and verifying accuracy of submissions.
- Reviews program brochures, Viewbook/Program Guide and a variety of other publications (electronic and paper based) for accuracy of content prior to publication.
- Liaises with Marketing and Communications on the development and publication of a variety of materials related to curriculum (courses and programs).
- Liaises with Institutional Research regarding data requirements for the Central Data Warehouse and performs data updates as required.
- Prepares and/or produces a variety of material from general instructions including correspondence, spreadsheets
- Participates in system projects, testing and produces documentation, training manuals and procedures relating to the system; validates and tests new components
- Provides support within the requirements of this class specification to other administrators as required.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (fire, earthquake, WHMIS).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Thorough knowledge of University and relevant administrative policy, rules, regulations, procedures and functions related to curriculum, registration, and student records management.
- Thorough knowledge of the programs and courses offered at Capilano University.
- Thorough knowledge of Banner or other automated student record system.
- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Thorough knowledge of word processing software.
- Considerable knowledge of the BC secondary and post-secondary systems.
- Considerable knowledge of spreadsheet and database software.
- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of the Internet, the University web site, and web posting software.
- Ability to understand complex issues in order to exercise initiative and judgement regarding action required.
- Ability to multitask, apply organization skills to meet deadlines, and work with minimal

supervision.

- Ability to adapt to changing situations and reprioritize tasks smoothly.
- Ability to answer questions regarding University and administrative area policies and procedures up to a defined level on behalf of the administrator.
- Ability to draft correspondence and reports from general instructions, appropriate to the intended audience and sensitivities of a situation, and with correct emphasis and tone.
- Ability to carry out assignments requiring research, organization of material, analysis and evaluation of data, and presentation of results and recommendation.
- Ability to develop logical approaches to problems.
- Ability to explain and interpret applicable policy and procedure.
- Ability to perform complex work with a high degree of accuracy, and maintain sustained attention to detail.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing, including technical information
- Ability to establish and maintain effective working relationships with other employees, staff, students and general public
- Ability to establish and maintain office administrative procedures.
- Skill in keyboarding at 50 wpm.

REQUIRED TRAINING AND EXPERIENCE:

- Completion of a Bachelor's degree or completion of four years (approx. 120 credits) of post-secondary courses
- Three years of directly related experience assuming progressively more responsibility in administrative support positions, including experience in an educational setting with significant student/faculty contact.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:

- None.

