POSITION DESCRIPTION

Department: Enrollment Management Services/Registrar
Working Title: Curriculum Analyst
Job Code: 0420
Time Base: 1.0
Position Number: 00002221
Union / Unit (if applicable): California State University Employees Union (CSUEU)/Unit 9

Position Reports To: Registrar
Classification: ITC Foundation
Range Code: 1
Exempt or Non-Exempt: Non-Exempt
Last Update: 04/08/2019

PURPOSE OF POSITION:

The Curriculum Analyst, under the direct supervision of the Associate Director of Admissions & Registrar Systems, and in partnership with the Dean of Academic Programs, has primary and technical responsibility for maintaining curriculum setup within the student information system (PeopleSoft). The curriculum management module is the foundation that supports academic scheduling, registration, degree audit, and degree posting functions in the Office of the Registrar. Additionally, the incumbent has primary responsibility for building and maintaining course requisites in the student information system, which are enforced during registration. The Curriculum Analyst's technical understanding of the curriculum management module as well as academic scheduling, registration, and the degree audit is key to ensuring harmonious integration of these components.

The Curriculum Analyst assists the Associate Registrar in assessing current curricular processes and workflow as well as implementing efficiencies through best practices, innovation, and technology. Due to the multiple layers of interdependencies between courses and curricula that span academic departments and colleges, the incumbent provides analysis for conceiving new approaches and solutions to address the complexities.

As a campus resource, this highly visible position provides and communicates solutions on a wide range of issues to a varied constituency. The incumbent prioritizes day-to-day responsibilities with long-term projects in a deadline driven environment.

MAJOR RESPONSIBILITIES:

		% of Time
1.	Curriculum implementation and PeopleSoft course catalog maintenance	45%
2.	Technical support for PeopleSoft course catalog	30%
3.	Curriculum analysis	20%
4.	Other duties as assigned	5%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. **Curriculum implementation and PeopleSoft course catalog maintenance**
   - Enter all new courses and course changes in PeopleSoft course catalog, in accordance with approved curriculum and deadlines.
   - Create and/or update all enforced pre-requisites in PeopleSoft course catalog.
   - Manage course equivalencies in PeopleSoft.
   - Support maintenance of academic structure tables in PeopleSoft, in collaboration with Lead Student Records Systems Analyst
   - Support the post-enrollment requirement checking process, in collaboration with Lead Student Records Systems Analyst.
   - Proactively use ingenuity and innovation to conceive of new approaches and technical solutions to address complex curricular proposals and issues.

2. **Technical support for PeopleSoft course catalog**
   - Serve as a subject matter expert on all tables and fields related to the course catalog and enrollment requirement groups in the student information system. Utilize best practices in creating and maintaining data.
   - Develop standard conventions for maintaining course catalog data and enrollment requirement groups in the student information system. Test and document processes.
   - Monitor the reconciliation of courses between the student information system and the Curriculog curriculum management system to ensure data is in-sync. Troubleshoot and resolve issues as needed.

- Test Oracle maintenance packs, CMS bundles, and software upgrades related to the course catalog and enrollment requirement groups in non-production and production environments of the student information system. Report and be accountable for results.
- Understand the complex interdependencies of data in the student information system associated with course catalog, enrollment requirement groups, and schedule of classes to effectively and collaboratively troubleshoot and resolve issues related to academic scheduling, registration, and the degree audit.
- Identify and leverage resources to research and troubleshoot technical issues, such as listservs and websites for CMS Student Records and the Higher Education User Group (HEUG).

3. **Curriculum analysis**
- Review and analyze all academic course proposals and modification requests submitted to the University Curriculum Committee and assess impact of proposed changes in terms of implementation in the student information system; provide input to curriculum implementation team.
- Review and analyze proposals to modify existing curriculum and proposals for new concentrations, minors, and specializations, and assess impact of proposals in terms of implementation in the student information system in collaboration with Lead Student Records Systems Analyst; provide input to curriculum implementation team.
- Attend and actively participate in Academic Senate University Curriculum Committee meetings, representing the Office of the Registrar.
- Develop reports and queries, as needed.

4. **Other duties as assigned**

PROVIDES LEAD DIRECTION OF OTHERS

N/A

REQUIREMENTS OF POSITION:

1. **List education and experience required**
- Bachelors level degree; relevant experience and/or coursework sufficient to demonstrate the knowledge, skills and abilities required of the position.
  -OR-
- Associates level degree with two years of relevant full-time experience and/or coursework sufficient to demonstrate the knowledge, skills and abilities required of the position.
  -OR-
- Four years of relevant full-time experience to demonstrate the knowledge, skills and abilities required of the position.

   Preferences:
- Experience with maintaining course data in a student information system
- Experience with report/query writing, as well as Boolean logic
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude

2. **List knowledge, skills, and abilities required for this position.**
- Proficiency in data organization and manipulation.
- Ability to independently and efficiently perform detailed work with a high degree of accuracy in a high-volume, deadline-driven environment.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
- Ability to analyze academic course and program proposals and their curricular impacts from a practical perspective and make recommendations as appropriate.
- Ability to review, analyze, interpret, communicate, and apply policy and standards including campus administrative standards, University academic policies, Academic Senate resolutions, and CSU Executive Orders.
- Ability to use sound judgment when interpreting policy or recommending new policies.
- Working knowledge of administrative concepts, practices and procedures to research, develop and evaluate policies and programs, including collection, evaluation and interpretation of data and information from a wide variety of sources to develop sound conclusions and make appropriate recommendations.

- Demonstrated ability to accurately create and maintain data in a relational database system. Ability to coordinate and implement data imports/exports and conversions.
- Demonstrated ability to collect, interpret, edit, and summarize data.
- Ability to provide analytical information/data to other offices, academic departments and agencies as needed.
- Exceptional organizational and time management skills; ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to handle a broad range of high-level and sensitive interpersonal situations using professionalism and diplomacy in working with different groups in order to balance competing interests and respond appropriately to conflicts and problems.
- Excellent written and oral communication skills; thorough knowledge of English grammar, punctuation, and spelling with a demonstrated ability to produce professional communications that meet high standards for appearance, grammar, spelling, and clarity.
- Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, and collaborative calendaring and email software.
- Working knowledge of or ability to quickly learn University infrastructure, academic and administrative structure, policies and procedures.

3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
   - PC, multi-line telephone, FAX machine, copier, scanning equipment

4. **Other Employment Requirements**
   - This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
   - Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Enrollment Management Staff	Daily	provide information; problem resolution, training updates
Student Affairs Staff	Daily	
IITS	Daily	
Off Campus	Monthly to facilitate information sharing	
Other CSU Campuses		

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing		X			
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
	X				
8. Crouching					
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms	X				
14. Repetitive use of legs	X				
15. Eye/hand coordination	X				

	Yes	No
16. Driving cars, trucks, forklifts and other equipment		X
17. Being around scientific equipment and machinery		X
18. Walking on uneven ground		X

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others		X			
2. Writing		X			
3. Using math/calculations		X			
4. Talking				X	
5. Working at various tempos			X		
6. Concentrating amid distractions					X
7. Remembering names		X			
8. Remembering details		X			
9. Making decisions		X			
10. Working rapidly		X			
11. Examining/ observing details		X			
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
	X				
5. High places					
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
	X				
11. Dirty					
12. Dusty	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others	X				
16. Working around others			X		
17. Working alone			X		

SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____ Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____ Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____ Date: _____