

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Curriculum Assistant			<i>BOT Date:</i> July 17, 2002
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0826	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Responsible for curriculum development assistance from initial stage of Academic Affairs forms development and maintenance through final stage of catalog submission. Coordinates preparation of faculty curriculum requests for the Academic Affairs Committee (AAC), and prepares AAC items for approval by the Board. Communicates curriculum information items to faculty and administration.

KEY RESPONSIBILITIES

% OF TIME

1.*	Coordinates curriculum development with faculty for Academic Affairs Committee and Technical Review Committee agendas.	20%
2.*	Prepares Academic Affairs Committee recommendations and Board of Trustees agenda items based on AAC Actions for administrative review.	20%
3.*	Coordinates communication of curriculum actions on the part of the Academic Affairs Committee, the administration or the Board of Trustees.	20%
4.*	Provides technical assistance in curriculum development.	10%
5.	Distribution and communication of institutional or state curriculum documents to faculty.	10%
6.*	Coordinates state processing of Board of Trustee approved curriculum items.	10%
7.*	Coordinates academic program review activities with academic directors.	5%
8.	Prepares curriculum items for Web, catalog and related publications	5%
9.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or two-year college equivalent required.	
<i>Experience:</i>	Three to five years related experience.	
<i>Planning:</i>	Plans events that are expected to occur in the next one to three months, or on a quarterly basis. The scope of planning typically involves a section or large group.	
<i>Impact on Budget:</i>	Provides supportive advice, analysis, or related services that impact the expense or revenues but is without authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect the department, but may at times affect the operation, services, individuals, or activities of others outside of the department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results or answers can be found. Solutions can often be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Communications with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion.	
<i>Supervision of Others:</i>	Has responsibility or authority, which is limited to the direction of student or temporary workers. The nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students, or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work is typically performed in an office sitting at a desk or table, with intermittent standing, stooping and walking. Lifting of 25 pounds or less may be occasionally required.	