

Classification Description

Job Title: Coordinator, Academic Affairs-Academic Enhancement, Curriculum, Honors and Research **Pay Grade:** 107

Job Code: 4300 **FLSA Status:** Non-Exempt

Job Purpose

This is professional work in support of the Center for Undergraduate Research and Creativity (CURC), the Honors Scholar Program, the Creative Capstone initiative, and the Office of Curriculum and Academic Enhancement. This job requires long-range planning skills and the ability to coordinate the completion of multiple tasks and projects within established time frames. This position has dual reporting to the Director of the Center for Undergraduate Research and Creativity and the Assistant Vice President of Collegewide Curriculum and Academic Enhancement.

General Responsibilities

Essential Functions

Provides support for the Center for Undergraduate Research and Creativity, the Honors Scholar Program, the Creative Capstone initiative, and the Office of Curriculum and Academic Enhancement.

Assists students, faculty, and staff utilizing services of the departments in a pleasant and professional manner; understands the services, policies and procedures offered and provides information or assistance as requested.

Prepares travel authorizations for students and faculty who are attending state, regional, national, or international conferences or engaging in field or research trips.

Helps organize and prepare materials for the Rising Star recruitment events for Honors, the fall and spring Research Expos, extracurricular events organized by the Creative Capstone team, and the Honors Cord ceremony.

Prepares speaker contracts and makes travel arrangements for guest speakers sponsored by the One Theme One College initiative, the Honors Scholar Program, the Center for Undergraduate Research and the Creative Capstone.

Works with the Director of CURC to track the budget for Undergraduate Research and the Honors Scholar Program.

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Works with the Assistant Vice President, Collegewide Curriculum and Academic Enhancement to track the budget for the CREATIVE Capstone.

Works with the Director of CURC to oversee the Honors Ambassadors and coordinate their initiatives.

Attends meetings of the Honors Advisory Council, the Center for Undergraduate Research, and Creativity, and the One Book One Theme committee to take and archive all minutes and agendas.

Works with the Director of CURC to maintain student records for the Honors Scholar Program and for all student travel sponsored by CURC.

Works with the Assistant Vice President, Collegewide Curriculum and Academic Enhancement to manage the workflow of the Curriculum process.

Assists the Assistant Vice President, Collegewide Curriculum and Academic Enhancement with maintaining accurate Curriculum records and up-to-date resources.

Coordinates and supervises special projects that may be complex/specialized in nature as assigned.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Four (4) years of professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Ability to travel independently within the College's service district.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.

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- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 7, 2024. Revised: July 1, 2024.