



Classification Description

Job Title: Senior Coordinator, Catalog and Academic Processes **Pay Grade:** 111

Job Code: 4320

FLSA Status: Exempt

Job Purpose

The Senior Coordinator of Catalog and Academic Process performs specialized and technical work that provides functional support in the Office of the Registrar. The work performed is complex in nature and requires collaboration, independent analysis, and decision-making. This position is responsible for maintaining various software programs such as Acalog and Curriculum, Advising, and Program Planning (CAPP). The Senior Coordinator, Catalog and Academic Processes also provides essential services in support of departmental processes through maximizing degree evaluation system functionality via CAPP, degree audit adjustments as needed, and Florida State Statutes and College policies.

General Responsibilities

Essential Functions

Provides administrative support related to FERPA processes, as needed.

Manages processes and records related to multiple student ID issues, canceled classes, reinstatement petitions, deceased students, verification of student-athlete eligibility, and reported student preferred names.

Responsible for the prompt and accurate reporting of credential and enrollment data files via the National Student Clearinghouse.

Assists with data entry and maintaining accurate records in CAPP and Banner.

In collaboration with the Associate Registrar, Systems, Reporting & Curriculum, analyzes system data and responds to needs of various departments as they relate to CAPP.

Manages the process of updating and publishing the College's official catalog, coordinating with all departments, collegewide.

Records and maintains academic course and departmental data in the College Catalog.

SENIOR COORDINATOR, CATALOG AND ACADEMIC PROCESSES

Represents the College when working with vendors to implement, develop and maintain Catalog software.

Updates the College Catalog annually, and creates and maintains an addendum, when appropriate.

Communicates with staff to ensure effective implementation of relevant programs and Catalog updates. Annually updates and maintains the official programs of study list and their corresponding Classification of Instructional Programs (CIP) codes.

Assists with processing approved Credit Review petitions that require adjustments to CAPP.

Processes select weekly and end-of-term reports.

Additionally, as a team member within the Office of the Registrar, this position cross-trains in areas relating to transcript/records, registration, commencement/graduation, and state reporting.

Assists the Associate Registrars and Registrar with projects and initiatives, as requested. 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

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

Three (3) years of full-time related professional work experience.

Possess strong analytical skills, attention to detail, problem-solving and interpersonal communication skills.

Demonstrated experience using the Microsoft Office Suite.

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.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.

SENIOR COORDINATOR, CATALOG AND ACADEMIC PROCESSES

- 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: October 7, 2025.