



# ANGELO STATE UNIVERSITY

Member, Texas Tech University system

Job Opening For Staff Position of

## Degree Audit and Curriculum Coordinator

Job Posting #0806-006

### POSITION INFORMATION

Academic and Student Affairs

Position Number 998904

**Posting Date: June 25, 2008**

### SALARY

\$32,192-\$41,849. Excellent benefits package. Click [here](#) for more information.

### JOB SUMMARY

Under general supervision of the Executive Assistant to the Provost, responsible for overseeing the development and operation of the curriculum program.

### TYPICAL DUTIES

1. Receives, reviews, and analyzes requests for changes in courses and degree programs.
2. Assists in identifying and resolving problems and discrepancies with degree outlines.
3. Advises deans, department heads, faculty, and departmental staff on curricular submission requirements and provides assistance as needed.
4. Schedules, coordinates and monitors the outcome of University Curriculum Committee activities.
5. Ensures that committee actions are reflected in the University Bulletin and Class Schedule.
6. Serves as University historian for issues associated with academic courses, programs, policies, and procedures.
7. Acts as a resource person for faculty, staff, and students in understanding the degree audit system.
8. Uses technology to enhance the processing of proposals and to inform the University community.
9. Prepares curricular documents and associated reports for submission to University Administration, the Texas Tech University System, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools.
10. Enters and maintains degree programs including major, minors, and other special programs in the CAPP (degree audit) system.
11. Works with department heads and deans to ensure accuracy and use of CAPP.
12. Maintains procedures related to degree audit within the University policies.
13. Modifies CAPP to reflect curricular changes in degree programs, academic courses, and graduation requirements.
14. Develops and promotes a CAPP marketing and training strategy for students, faculty, and staff.
15. Develops and maintains CAPP user manual and online tutorial.
16. Maintains approved majors, minors, and special programs within Banner Schedule module.
17. Works as a team member within enrollment management.

### KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of the policies, curricula, and academic structure of the University;
- Knowledge of the general format, content and use of college course catalogs;
- Knowledge of the operation of a personal computer and the use of software packages and Banner;
- Knowledge of general office procedures and practices;
- Knowledge and experience in writing reports and auditing data;
- Ability to read, interpret, and understand degree requirements;
- Ability to perform work requiring strong analytical skills;

- Ability to complete work requiring accuracy, problem solving, communication, and attention to detail;
- Ability to work independently;
- Ability to organize and complete work in a timely manner;
- Skilled in oral and written communication;
- Skilled in interpersonal relations.

### **QUALIFICATIONS**

Bachelor's degree from an accredited college or university in business, a social or behavioral science, education, or other related field; Master's degree in one of these fields preferred. Three years of experience at an institution of higher education required, five years experience preferred. Must have some experience with project development using a variety of software including Excel, Word, PowerPoint, web development, and the Banner student system. Must show some demonstrated oral and written communication skills.

### **APPLICATION REQUIREMENTS**

1. ASU Employment Application ([http://www.angelo.edu/forms/pdf/Staff\\_Application.pdf](http://www.angelo.edu/forms/pdf/Staff_Application.pdf))
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

**Mail to:** Office of Human Resources  
Angelo State University  
ASU Station #11009  
San Angelo, TX 76909

**Or fax to:** 325-942-2156

### **APPLICATION DEADLINE**

Open until filled.

### **UNIVERSITY PROFILE**

<http://www.angelo.edu/publications/employment/universityprofile.html>.

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