UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Clerk/ PB7
TITLE: Curriculum and Calendar Assistant

DEPARTMENT: OREG/Curriculum and Calendar
POSITION NO: 994666

SUPERVISOR: Manager, Curriculum and Calendar
LAST UPDATED: July, 2017

SUMMARY:

The Office of the Registrar (OREG) is part of the Division of Student Affairs and is committed to being an active partner in students’ success in their university studies and subsequent life pursuits. OREG provides a range of services that supports students from admission through to graduation and provides core services to the institution including admission, registration, course and exam scheduling, academic standing review and maintenance, financial aid, and curriculum review and calendar production for undergraduate and graduate students as well as academic and administrative departments.

The Curriculum and Calendar Assistant reports to the Manager of Curriculum & Calendar and supports both the Manager and Editor of the Curriculum and Calendar unit in the management of the centralized curriculum submission and evaluation process, leading up to and including the review and approval by the Senate Committee on Curriculum, Senate Committee on Planning, Senate, Board of Governors, and Ministry as required. This includes the detailed review, update, preparation, tracking and maintenance of data, to ensure integrity of curriculum submissions and associated university calendars, within an annual complex and overlapping three-cycle curriculum process.

The position is responsible for assisting in the management of high volumes of complex curriculum proposals and editorial changes (annually approximately 1700 submissions) over three cycles and within fixed deadlines with restricted turnaround times, from the preparation and approval processes through to the incorporation into the university undergraduate and graduate calendars.

The Curriculum and Calendar Assistant assists in coordinating the review and approval of the calendar submissions from faculty/staff during the three production cycles and assists the Calendar Editor and unit Manager in incorporating curriculum changes into the calendar application. The Curriculum and Calendar Assistant maintains and manages the unit’s Connect site, email list serves, membership lists, calendar print requests, and calendar summary web pages and is the primary contact person for any issues relating to these items. This position is also responsible for the preparation of the course change spreadsheet each cycle, as well as the import of approved course changes into the XML database.
The Curriculum and Calendar Assistant produces and manages a variety of reports for use by units across campus.

It is critical that the Curriculum and Calendar Assistant achieve the highest level of accuracy while also meeting firm timeline calendar production schedules, in line with other important university activities such as recruitment, admission and registration. The calendar is the core document for operations at the university that supports interactions between students and administrative and academic units. The calendar is viewed as a "legal contract" between the university and students and provides official information about dates, courses, programs, and related policies and regulations for students and applicants, as well as general information about the university.

MAJOR RESPONSIBILITIES AND DUTIES:

1. **Responsibility:** Reviews, updates, prepares and tracks curriculum submissions in an overlapping three-cycle submission process (30%)

   **Duties:**
   - Creates submission summaries on Connect (SharePoint) during the review/revision process, tracks approvals, and maintains data integrity with respect to the versioning and management of information within the overlapping cycles.
   - Maintains the calendar and course summary Connect pages as a resource to notify UVic faculty and staff of new and changed programs, courses, academic regulations, etc. Tracks internal and external approvals and updates any post-cycle corrections.
   - Supports the Editor with the creation of a calendar update summary resource for post-cycle approved revisions.
   - Receives and processes faculty curriculum submissions.
   - Reviews large volumes of curriculum submissions for accuracy and adherence to calendar guidelines and policy regulations to resolve and eliminate ambiguity or misinterpretation.
   - Provides ongoing training and consultation (in person, by phone and email) to staff/faculty, with differing abilities, experience and understanding of the curriculum process on how to complete curriculum proposals and how proposals are routed through the various levels of approval throughout the three cycles.
   - Plans and prepares the Senate Committee on Curriculum (SCC) meetings:
     - confirms meeting dates with the SCC Chair and the Office of the University Secretary (USEC)
     - organizes and tracks meeting invitations
     - coordinates booking of Senate Chambers, communicating with Room bookings regarding timing and room layout
     - assists in the preparation/set-up of the meeting room
     - orders and coordinates audio visual requirements and set-up
     - orders and coordinates menu
     - maintains attendance records for the SCC membership as regulated by USEC
   - Prepares documents to support SCC agenda items for Senate and Office of the University Secretary.
   - Participates as a resource for the Senate Committee on Curriculum during meetings, records attendance, tracks issues, edits/approves, takes notes, etc.
2. **Responsibility:** Works with the Manager and Editor in the coordination of review/approval of the calendar drafts and the incorporation of curriculum and editorial changes to the calendars (Undergraduate & Graduate) (30%)

**Duties:**
- Distributes files to designated faculty and staff for review and revision, tracking contacts and responses, while adhering to strict deadlines and restricted turnaround times
- Supports the Editor to incorporate curriculum and editorial changes into calendar application software, applies styles and conditions, manages variables and source documents, and performs template setup work as needed to produce the calendar in both HTML and PDF file types
- Implements cycle changes to course XML and course Excel spreadsheet
- Reviews proofs before they are sent to faculty and staff
- Supports the Editor with minor edits in FrameMaker, XML and HTML

3. **Responsibility:** Maintains the unit Connect site (SharePoint), email list serves, membership lists, calendar print requests, and calendar summary web pages (25%)

**Duties:**
- Updates and archives items on the unit Connect site, to accommodate the three overlapping cycles of curriculum submissions
- Sends announcements to curriculum faculty and staff, posts curriculum resources, and administers member access for Connect
- Maintains important dates and deadlines on the Connect calendar, including all related Senate meeting dates (SCP, SCART, SCAS, SCAG and Senate) and Faculty Curriculum Committee (FCC) meeting dates
- Administers and sends messages to members of the calendar list serve
- Maintains the membership list and attendance records for the Senate on Curriculum Committee
- Maintains spreadsheet for Calendar print orders for University Campus Stakeholders
- Communicates with stakeholders to collect print calendar orders for all 3 cycles
- Coordinates ordering of print calendar with Printing Services and oversees the distribution of print calendars to stakeholders
- Reconciles payments in FAST
- Creates journal vouchers for payment of additional print calendars
- Communicates with UVic Bookstore printing regarding print calendars for public distribution

4. **Responsibility:** Other duties (15%)

**Duties:**
- Adds non-standard course dates to the web
- Generates and updates used course numbers reports
- Generates and updates course sunset list
- Maintains curriculum submission volume tracker and other reports as necessary
- Supports the preparation and maintenance of training material (HDI’s) as required
REQUIRED QUALIFICATIONS:

Skills:
- Exceptional attention to detail, time management skills and the ability to work under pressure in a fast-paced, deadline-driven environment
- Exemplary problem-solving and decision making skills, the ability to gather information from various sources, and the ingenuity to know which questions need to be asked
- Proficient in the use of Microsoft Office
- Willingness to learn complex subjects related to university curriculum and policies and to support transition to a new curriculum management system
- Demonstrated ability to quickly learn new software and other technology (across multiple platforms and databases)
- Time management and planning skills are essential in working with high volume, extensive detail, numerous rules, fixed deadlines, and short turnaround times
- Excellent written communication and editing skills
- Ability to establish and maintain effective working relationships with members of the university community
- Ability to work independently

Specialized Knowledge/Education:
- Knowledge of post-secondary organization, structure and academic regulations and processes is required; familiarity with programs as well as degree structures offered by the university
- Knowledge and experience using the latest authoring/web/publishing tools such as Adobe Acrobat Professional, FrameMaker, Cascade, Connect (SharePoint), Google Documents, and/or Creative Cloud applications.
- Knowledge of the Banner Student information system and degree audit or similar Student Information System is considered an asset
- Knowledge and experience using FAST

Prefered may be given to related training, post-secondary coursework or certification.

Experience:
- A minimum of one year of relevant experience with curriculum administration and/or calendar production within a post-secondary institution
- Experience producing and maintaining complex technical communication materials, preferably related to curriculum, in print and online formats

Preference will be given to candidates with recent curriculum and calendar experience within a Registrar’s Office

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