

Curriculum Management Coordinator  
University at Buffalo, The State University of New York

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Downloaded On: Nov. 21, 2024 2:29pm

Posted Sep. 3, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Curriculum Management Coordinator
<b>Department</b>	Dean of Undergraduate Education
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52515">https://www.ubjobs.buffalo.edu/postings/52515</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo, [Office of the Dean of Undergraduate Education](#), seeks a highly responsible, detail-oriented professional to serve as Curriculum Management Coordinator. This position manages campus-wide curriculum activities at the undergraduate level and oversees day-to-day operations of an enterprise-wide curriculum management platform. The Coordinator will also assist in providing comprehensive curriculum support for the [UB Curriculum](#). The Coordinator will work across the institution to ensure the system meets the needs of the university, faculty, and staff. The Coordinator will contribute to various strategic initiatives within Undergraduate Education.

The Curriculum Management Coordinator serves as a high-level liaison to campus-wide partners including faculty, department leadership and/or Associate Deans, central offices and representatives within the State University of New York (SUNY) system as well as to external partners at the State

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Department of Education (SED) and to the curriculum management platform vendor. The Coordinator reports to the Director of Curriculum for Undergraduate Education.

### ***Key duties and responsibilities include:***

- Manage campus-wide course and curriculum activities according to internal and external deadlines as well as anticipated start date.
- Train and guide campus-wide partners in preparation and submission of course and degree proposals and provide critical feedback regarding necessary changes to ensure SUNY and SED approvals.
- Analyze, interpret and apply complex rules, regulations, policies and procedures to make decisions or provide guidance to faculty with respect to course and curriculum matters.
- Organize and contribute to monthly Undergraduate Associate Deans' Council meetings.
- Serve as university liaison for curriculum management platform.
- Lead curriculum management system functional configuration and manage day-to-day platform needs including trouble-shooting issues, updating workflow and/or user access and providing end-user training and support.
- Assist in providing comprehensive curriculum support for the UB Curriculum (general education).
- Support university and unit-level strategic projects and initiatives.
- Maintain knowledge of the university's student information system (PeopleSoft) and data delivery mechanism based on an Oracle database (InfoSource) to generate ad hoc queries and meet data needs for Undergraduate Education.
- Interact regularly and diplomatically campus-wide with a diverse group of internal and external constituents.

**Undergraduate Education** provides critical university functions in management of undergraduate curriculum and related academic policies; supports the delivery of a broad and integrated 21st century general education to all UB undergraduates; develops and delivers co-curricular programs, which enhance the undergraduate education experience; and provides enhanced undergraduate curriculum and services for university Honors scholars. The Office of Undergraduate Education encompasses university services and programs that shape, support, and enhance the undergraduate educational experience and includes the following units: **Office of the Dean of Undergraduate Education**, **UB Curriculum: General Education**, the **University Honors College**, and the **Experiential Learning Network**.

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy

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mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about benefit packages.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Bachelor's degree
- Two years of experience in higher education.
- Strong interpersonal communication skills, including verbal and written, active listening and critical thinking.
- Experience using Microsoft word, PowerPoint, excel, outlook and access/relational databases is required.
- Experience managing multifaceted projects.
- Strong analytical, technical and data analysis skills.

### Preferred Qualifications

- 3 or more years higher education experience in areas pertaining to course and curriculum development and/or academic advisement.
- Familiarity with SUNY and /or SED policies and processes as they pertain to proposing and revising curriculum at the undergraduate level.
- Experience utilizing functional aspects of an enterprise-wide system or aspects of a system.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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