

**Curriculum Advisor
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259353>

Downloaded On: Jul. 12, 2025 7:33am

Posted Jul. 7, 2025, set to expire Jul. 17, 2025

Job Title Curriculum Advisor
Department SCC Admissions
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 7, 2025

Application Deadline 07/17/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

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Curriculum Advisor

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Admissions

Salary Range: \$3,417 - \$4,542

Starting salary for this position is: \$3,417 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 07/17/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Curriculum Advisor

JOB SUMMARY

Under general direction of the Manager of Admissions, this position supports the operations of the Spokane Community College (SCC) Admissions Office by processing admissions applications and evaluating student information to determine eligibility for college admissions. This position works with prospective students to guide them through the college admission and enrollment processes and advises students on college admission requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assist prospective students with application process. Advise prospective students about college admission requirements and enrollment process flow. If needed or required, refer students to other college services or community resources. *
- Run daily reports to determine application status and process applications. Input and update admission applications. Evaluate and troubleshoot individual applications to determine eligibility for college admission ensuring adherence to Spokane Colleges (Spokane Colleges) and Washington State policies and procedures. Assist in the development, preparation and updating of admission materials and the ongoing maintenance of the application processing workflow. *
- Answer phones and emails and enter new prospect information into the Customer Relationship Management (CRM) system. Respond to inquiries regarding college entrance requirements and procedures in-person, verbally, by mail, or electronically. *

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- Support new student orientation requirements by running reports, updating student records, and sending correspondence. *
- Evaluate and maintain accurate residency status for students based on application materials. Refer students to residency status appeal process or Residency Officer as necessary. *
- Organize and maintain paper and electronic records and files. Assist with record keeping, data collection and maintenance. *
- Assist with the training and direction of work-study students, as needed. *
- Attend campus student outreach events. *
- Attend work events and other Student Services meetings at on- and off- campus locations. *
- Assist in other areas of Student Services, as needed. *
- Model professional decorum and mutual respect in all personal interactions. *
- Complies with district policy, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

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MINIMUM QUALIFICATIONS

- Excellent verbal, written and interpersonal communication skills.
- Ability to cultivate and maintain relationships with multiple constituencies (students, staff, and faculty).
- Experience using Microsoft Office software and database systems.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Ability to work independently within a team-oriented environment.
- Demonstrated customer service experience and skills.
- Ability to interpret rules, policies and procedures.
- Professional and personal integrity and ethics regarding fairness to all applicants.

DESIRED QUALIFICATIONS

- Associate degree or higher from an accredited institution.
- Increasingly responsible experience in Student Services or related area.
- Experience using a Student Management System (e.g., PeopleSoft, Ellucian, Workday, etc.).
- Experience using a Customer Relationship Management system (e.g., TargetX, Salesforce, Starfish, Oracle CRM, etc.)
- Experience with college admissions requirements.
- Understanding of Family Educational Rights and Privacy Act (FERPA) guidelines.
- Knowledge of Spokane Colleges academic programs and available support services.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Work directly with students/clients.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

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- Move up to 25 lbs. frequently and up to 50 lbs. occasionally for student services events.
- Occasional kneeling, stooping, crouching, crawling, and climbing.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours per week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.
- Requires local or regional travel.
- May be required to work alternate shift.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

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[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/curriculum-advisor-spokane-washington-united-states>

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Contact Information

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

Contact

SCC Admissions
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