School of Engineering Curriculum Assistant

This position is responsible for the integration and coordination of administrative duties related to the preparation, presentation, and completion of courses, and programs within the School of Engineering. The Curriculum Assistant supports faculty, instructors and TA's in the delivery and coordination of courses. This includes organizing, disseminating background materials; creating and maintaining complex filing systems; designing, maintaining data bases; and retrieving and compiling background and support information.

The Curriculum Assistant will assist faculty in all matters of curriculum planning and operations including textbook adoption, facilitating and conducting course and instructor evaluation, oversee use of the teaching assessment system and when appropriate, supporting accreditation activities. The Curriculum Assistant will also provide non-technology classroom support, interfacing with the Office of the Registrar as appropriate, to provide information regarding classroom set up and needs. Receiving instruction from Professors, Instructors, and TA's this person will interface with bookstore personnel complete book orders, assist in completing course scheduling, syllabi preparation, reserve library reading lists materials and library materials in general, prepare and/or reserve course packets. incumbent should have demonstrated skills to work independently and as part of a team, priorities and manage a variety of complex projects simultaneously with accuracy and detail in a complex environment with changing deadlines, priorities and frequent interruptions; attempt unfamiliar projects/assignments and respond with flexibility to requests for assistance with conflicting dem work with ambiguities where clear guidelines are not available; and be service oriented.

Qualifications:
- Graduation from a community college required with a bachelor's degree preferred or an equivalent combination of education and experience.
- Three to five years experience performing a range of administrative functions including database development and maintenance, and information management; or an equivalent combination of education and experience.
- Excellent oral and written communication skills required, including use of proper grammar, punctuation, spelling and standard business formats.
- Analytical and logic skills to act independently and follow through on assignments; independent problem solving skills. Skill to read, understand, interpret and apply policies, practices and procedures in the areas of organization and other business related activities (UC and campus preferred).
- Demonstrated independent organizational and project management skills including the ability to coordinate and prioritize a diverse workload, set and meet competing deadlines, and establish to effectively track projects and other information.
- Ability to maintain complete discretion, confidentiality, sensitivity and professional judgment.
- Strong customer service orientation; ability to respond effectively and in a business-like manner questions or requests for service from individuals throughout the University.
- Demonstrated knowledge of Windows based computer programs, specifically MS Word, Excel, PowerPoint.
- General knowledge of academic principles and practices.
- Ability to work in a fast-paced work environment and support multiple functions with fluctuating priorities.
- Knowledge of UC Policies and Procedures preferred or experience in a university, K-12, or college setting.