



**Connecticut State Community  
Job Description  
Director of Catalog and Special Projects**

**Salary Level:**  
CCP 20 (Subject to Willis)

**Date Approved/Revised:**  
6/17/21

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**POSITION PURPOSE:**

Under the direction of the Associate Vice President of Academic Operations, the Director of Catalog and Online Programs is the curriculum steward and functional process owner of Banner curriculum. They manage the College catalog and are responsible for the accurate and timely production of the online catalog utilizing specialized software. This includes the creation of the print version, management of all Banner changes, ensuring the accuracy and currency of all academic listings and requirements. They develop and review policies and procedures, and when appropriate, their inclusion in the catalog. They plan and develop strategies for maintenance and upgrading of the academic information infrastructure. They manage the catalog development process and the coordination with appropriate divisions. This individual provides leadership, management, and support to assure the integrity of the academic processes. They review and analyze existing sources of credit equivalency information to prepare for the Area of Study Deans and Associate Vice President of Curriculum and Programs to consider during the program and course development and review process. This individual will analyze academic data and generate advanced reports and statistical analysis on academic issues and trends to share with the management team for decision making. As well as create and analyze complex reports to streamline processes related to academic planning.

This person will carry out complex administrative change management projects from conception to execution. These projects center on creating organizational systems and services that streamline how faculty and staff working across the organization. The Director will also be tasked with recommending and instituting new practices that promote institutional efficiencies.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

This position reports directly to the Associate Vice President of Academic Operations.

**MAJOR ACCOUNTABILITES:**

The Director is accountable for these duties through effective performance in these essential functional areas:

- A. Develop and Maintain the Catalog
- B. Special Projects
- C. Administrative Duties

**EXAMPLES OF DUTIES:**

As a member of the Associate Vice President of Academic Operations team, the Director of Scheduling and Special Projects leads a comprehensive approach to scheduling and distance learning programs for Connecticut State Community College (CSCC), through the below structure. The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

**A. Develop and Maintain the Catalog:**

- The Director will develop and maintain the catalog for CSCC:
- Build and maintain relationships at each campus;
- Coordinate for the Interim Associate Vice President of Programs and Curriculum, Areas of Study

- Deans and faculty the ongoing curriculum approval process;
- Review and assure all approved curricula submitted for inclusion in the catalog conform with the College's certificate and degree requirements;
- Update, as appropriate, the specialized curriculum software;
- Support the design and documentation of data collection for academic affairs;
- Generate and analyze academic affairs reports for management level decision making;
- Lead the College catalog academic planning operations;
- Coordinate and manage all statewide catalog activities and meetings,
- Coordinate and manage statewide specialized curriculum software professional development;
- Review and submit to management findings from recognized credit/credential national data warehouses for curriculum development and maintenance;
- Collaborate on the review of Banner catalog and specialized curriculum software service proposals as well as vendor service agreements;
- Lead the workflow and performance management of the College's curricular processes;
- Represent the College at state and regional meetings and conferences, serves as a representative on committees, commissions, and other activities, makes presentations at meetings, workshops and events as assigned;
- Supervise, evaluate, and direct the work of assigned personnel.

#### **B. Special Projects**

- Support strategic execution of key initiatives across the organization as assigned by the AVPAO, Provost (or designee);
- Assist with administration of the special projects and/or task force-like administrative infrastructure;
- Review and produce summary reports, presentations on strategic data;
- Drive communication across the college to create support for these new initiatives;
- Work in collaboration with other individuals and departments to affect change and achieve implementation;
- Expedite a wide variety of projects and initiatives with very broad scope that will address critical issues facing the college.

#### **C. Other Duties as Assigned/ Administrative**

- Perform administrative tasks and other work assigned by the AVPAO including but not limited to
- Support the AVPAO and associated staff in preparing divisional communications, reports, and proposals for a broad set of audiences;
- Keep abreast of national trends and best practices;
- Serve on selected committees;
- Attend conferences and maintain a commitment to CSCC overarching goals, including initiatives encouraging equity and diversity.

### **PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

### **QUALIFICATIONS:**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Commitment to academic quality and standards;

- Extensive experience with Ellucian Banner or a similar higher education enterprise resource planning (ERP) system;
- Extensive knowledge of the academic curriculum development process;
- Ability to prioritize and manage multiple projects in a fast-paced environment while maintaining close attention to detail;
- Knowledge of data and data analysis relevant to academic areas;
- Experience with writing reports, extracting and analyzing data;
- Experience with creative use of information technology systems to provide solutions to the academic team;
- Excellent problem solving and organizational skills;
- Outstanding communication skills in writing, speaking, and listening.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree from an accredited institution in an appropriately related field together with three to six years of administrative level leadership and experience in higher education (community college preferred) and one to three years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **WORK ENVIRONMENT**

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.