



Assistant Director, Enrollment Services – Curriculum Management (full-time, 35 hours/week)
Office of Enrollment Services
Position 102006

Position Summary: Manage curriculum and scheduling to support the academic mission of the university, including assigning appropriate classroom space to ensure efficient use of university classroom resources. Assist with team leadership in Enrollment Services' Student Service area. Provide service to all Enrollment Services constituencies including students, faculty, staff, and families. Service is delivered in person, and by telephone, electronic media, and print.

Essential Responsibilities Include: Collaborate with Director, Enrollment Services Constituent Services and Associate Registrar to ensure accurate creation of courses in the academic catalog. Prepare the course scheduling timeline in collaboration with Director, Enrollment Services Constituent Services and Associate Registrar. Activate courses in the Schedule of Classes for scheduling by academic departments. Monitor course scheduling for compliance with standardized meeting patterns and even distribution of course offerings. Provide ongoing training and consultation for academic schedulers to ensure timely and accurate course scheduling, including one-on-one training as well as presentations open to the campus community. Develop and publish final exam schedule. Utilize university classroom scheduling software (25Live) to assign appropriate classroom space to all scheduled classes, final exams, comprehensive exams, and special class meetings. Communicate scheduling deadlines and information to academic departments, deans, and provost. Make classroom adjustments in consultation with university Equal Opportunity Officer and Disability Support Services Office to ensure compliance with ADA requirements. Re-assign classrooms in the event of facilities emergencies. Analyze class demand and space utilization data to recommend classroom facilities and technology projects to improve the university's instructional environment. Develop, implement, and assess policies and guidelines for assignment of instructional space. Make recommendations for improving classroom utilization. Collaborates with Director, Enrollment Services Constituent Services and Associate Registrar in the area of curriculum management.

Serves as the first point of contact for faculty regarding facilities issues that impact pedagogy. Coordinate repairs/improvements with Academic Technology Services and Facilities Maintenance and Operations. Participates in meetings with provost, deans, and senior administrators regarding academic scheduling. Acts as liaison for the Office of Enrollment Services with university community for all matters relating to academic scheduling. Negotiate with departmental space owners for use of those spaces by the wider university community. Maintains compliance with FERPA, federal and District of Columbia regulations and university policies. Assist the Director, Enrollment Services Constituent Services and Associate Registrar in assessment and planning related to course scheduling and classroom utilization using X25 analysis program. Monitor utilization of various classroom types and make recommendations for classroom modernization. Assist in implementation and rollout of PeopleSoft academic advisement/ degree audit module. Participates in weekly meeting of the service team. Develop a work environment that promotes mutual collaboration and continuous learning and development for all team members. Oversee production of annual Commencement program.

Minimum Qualifications: Bachelor's Degree with three (3) to four (4) years working with integrated administrative processing systems, preferably PeopleSoft or other student information systems. One to two years team leadership. Classroom scheduling experience or prior use of 25Live/R25 preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102006 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All

applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

Office of Human Resources, 170 Leahy Hall

620 Michigan Avenue, NE

Washington, D.C. 20064

(202)319-5050 FAX (202)319-5802