



CUESTA COLLEGE (CA)
invites applications for the position of:

Curriculum Resource Specialist

SALARY: \$21.36 - \$23.54 Hourly
\$3,702.00 - \$4,081.00 Monthly
\$44,424.00 - \$48,972.00 Annually

OPENING DATE: 01/15/19

CLOSING DATE: 02/11/19 11:59 PM

JOB DESCRIPTION SUMMARY:

About the College

Cuesta College is located in the heart of scenic San Luis Obispo County, and is ranked by Edsmart.org as a top five California community college for 2016. Cuesta College has a rich history of educating San Luis Obispo County residents since 1963. Cuesta College serves more than 10,000 students with an increasingly diverse student body of 55% White, 32% Latinx, 5% Mixed Race, 3% Asian/PI, 2% African-American. Courses are offered online and at three physical sites; the main campus in San Luis Obispo, the North County Campus in Paso Robles, and the South County Center in Arroyo Grande. Cuesta College offers 77 degrees and 64 certificates, including 30 Associate Degrees for Transfers to the Cal State University system with several more transfer degrees under development. The college maintains the highest transfer population to Cal Poly San Luis Obispo. More than 25% of the universities transfer students come from Cuesta College; that's twice as many as any other community college. The college also boasts robust Allied Health and Career Technical Education programs and consistently sends students to compete at the national level in areas such as welding, automotive, public speaking, and more. The college's music ensembles are often in the spotlight, winning an award recently from *Downbeat* magazine and regularly performing at state, national, and international festivals. In addition, Cuesta's theatre program consistently wins national and international awards from the Kennedy Center.

Cuesta College is committed to being an inclusive institution that inspires a diverse student population to achieve their educational goals. In 2016, it was designated as a Hispanic Serving Institute (HSI), reflecting the great responsibility that the college has to further the educational attainment and economic well-being of the surrounding community. The Cuesta Promise Scholarship has provided a fee-free first year to every new high school graduate in San Luis Obispo County. Starting with the graduating class of 2018, the Cuesta College Promise Scholarship expanded to include a second year of fee-free education. Over 3,000 students have received the Cuesta Promise with over 35% being Latinx and almost 60% being female. In 2018, Cuesta College was also the only California Community College awarded a \$2.5 million Title V "Developing HSI Grant" from the US Department of Education to expand educational and vocational opportunities for Latinx students. Cuesta is committed to the Board of Governors California Community College Vision for Success Goals, including eliminating equity gaps within 10 years. The College's Educational Master Plan, Strategic Plan, and Student Equity/Student Success and Support/Basic Skills Integration Plan collectively seek to ensure all students are successful

at fulfilling their educational needs.

Cuesta College has strong student, faculty, and staff campus engagement including affiliations with the statewide Latina Leadership Network, Central Coast Coalition for Undocumented Student Success, Alpha Gamma Sigma Honors Society, MEChA, Student Veterans Club, STEM Club, and Dreamers Club.

Cuesta College has 139 full-time faculty, 543 adjunct faculty, 234 classified staff, and 41 managers and administrators. The college encourages all employees to be part of the participatory governance process. The College's annual budget is approximately \$53 million. Thanks to a \$275 million bond measure approved by the voters of San Luis Obispo County in 2014, Cuesta College is repairing aging facilities, updating classrooms, equipment, and technology, and improving programs. Our growing North County Campus opened a new Campus Center in Spring of 2018 and houses a new Veterans Center, EOPS Center/CalWorks/Foster Youth Center, Disabled Student Program and Services (DSPS) office and Student Cultural Lounge. Cuesta will be opening a Dream Center to support undocumented students on both the San Luis Obispo and Paso Robles campuses in Spring of 2019.

DEFINITION

Under the direction of the Vice President, Academic Affairs, assist in the development of curriculum, class schedules and the college catalog, facilitate course coding for reporting purposes, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in the Curriculum Resource Specialist class are distinguished from other positions in the series by the requirement that incumbents perform duties related to the curriculum throughout the district; requiring a working knowledge of college organization, programs, college regulations and procedures. Must have the ability to work independently and to maintain confidentiality.

Incumbents in this position support student learning outcomes and institutional effectiveness by serving as a first contact and support for students, staff, and faculty.

ESSENTIAL FUNCTIONS & QUALIFICATIONS:

ESSENTIAL FUNCTIONS

- Facilitate processes for the development of curriculum, class schedules, and catalog;
- Participate in work groups related to the review of curriculum, class schedule, catalog, and registration procedures as assigned;
- Provide specialized assistance and guidance to Deans, Directors, and faculty related to the curriculum process for new and revised course outlines, degrees, and certificates;
- Assist the Vice President, Academic Affairs, in the development and review of new and revised curriculum; develop and distribute curriculum materials;
- Serve as curriculum resource and liaison for Curriculum Committee;
- Facilitate the curriculum development process including compliance with State regulations;
- Review catalog and class schedule production calendars to identify problem areas;
- Develop, recommend, and coordinate campus implementation of schedule and catalog production;
- Review and recommend software modifications and enhancements to database for internal and external instructional reports, curriculum development, and schedule development;

- Work with computer services to develop and implement appropriate reports that comply with state regulations;
- Interpret, monitor, and edit data entry information on curriculum processes related to compliance with State and College regulations, schedule coding, and registration rules;
- Report out Board of Trustees and State approvals and communications to Vice-President Academic Affairs, Deans, Administrative Assistants/Scheduling Specialist for the Deans, and Scheduling Technician;
- Demonstrate interpersonal skills including tact, patience, and courtesy;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities; and
- Perform other related duties as required.

QUALIFICATIONS**Education:**

Required

- Associate's degree or equivalent (i.e. 60 college units)

Experience:

Required

- Four years of increasingly responsible experience performing support for either instructional programs or related student services.

Knowledge of:

- Instructional courses and academic programs;
- Class scheduling, registration and curriculum-related processes, and regulations;
- Data and information collection and compilation methods;
- Record-keeping techniques;
- College organization, programs, policies, rules, regulations, and State reporting methods;
- Modern office procedures, methods and equipment;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Communicate effectively orally and in writing;
- Maintain a variety of files;
- Operate a desktop computer and associated software including word processing, spreadsheet, presentation and/or database software or systems;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry (25) pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year or must be continuously current):
Required

- Valid driver's license and eligible to obtain California driver's license upon hire

ADDITIONAL INFORMATION:

Required Documents: Candidates will be required to submit a cover letter, resume, reference list, diversity statement, and unofficial transcripts when applying for this position. Your reference list must include three professional references, their contact information and their relationship to you.

Diversity Statement Instructions: Cuesta College is committed to building and maintaining a workforce that reflects and honors the diversity of our students. It is important to us that our faculty, staff, and administrators demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, and religious backgrounds as well as sexual orientation and abilities of all constituents in the Cuesta College community.

In 500 words or less, with consideration to our Mission Statement and our values expressed above, please explain how you will demonstrate your commitment to diversity, equity, and inclusion in this position.

When uploading documents, PDF uploads are preferred.

Completed online applications and all supporting documents must be submitted **by the closing date for this position**. LATE, INCOMPLETE, FAXED, MAILED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

San Luis Obispo County Community College District ("Cuesta College") is an equal opportunity employer committed to nondiscrimination on the basis of race, ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, marital status, medical condition, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), age, disability (physical and mental), genetic information, military and veteran status, or any other characteristic protected by applicable federal and state law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Reasonable accommodations will be provided for applicants with disabilities who self-disclose. Cuesta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

In compliance with California law, all prospective staff and students are entitled to read the Annual Security Report, published each October by the Cuesta College Department of Public Safety. This report contains information about our emergency and crime reporting procedures, as well as crime statistics for the past 3 years. You may request a copy of this report at one of our two Public Safety Offices: on SLO campus at Building 6600A or

on North County Campus at building N1021, during campus business hours. You may also access the complete text of this report at the following website address:
https://www.cuesta.edu/about/depts/publicsafety/clery_act

INTERVIEW PROCESS INFORMATION:

Selected applicants will be invited to attend an interview and skills test on February 27, 2019.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cuesta.edu/departments/nonacademics/humanresources/index.html>

Position #FY1819 - 63
CURRICULUM RESOURCE SPECIALIST
SF

P. O. Box 8106
San Luis Obispo, CA 93403
(805) 546-3129

jobs@cuesta.edu
