General Description
Reviews, develops, and implements college policies and procedures relating to academic affairs, including curriculum and class scheduling.

Examples of Duties
- Develops and produces projected and quarterly class schedules.
- Provides historical enrollment data and a variety of statistical reports for the use in the departmental scheduling of classes.
- Coordinates the scheduling of major/elective courses.
- Monitors the college classroom allocation and utilization.
- Coordinates, tracks, and resolves the assignment of specialized technology/media classrooms.
- Coordinates quarterly functions regarding policies and procedures for student registration.
- Monitors daily registration figures and low enrollment courses for justification or cancellation.
- Monitors the student registration for violation of business core requirements; notifies students with violations; advises students of subsequent course registration modifications.
- Coordinates the master curriculum process from College-Level to University-Level.
- Oversees and maintains the college curriculum database and amendments.
- Serves as college “Registrar”; reviews and signs all grade change forms; audits, removes, or extends incomplete grade assignments.
- Supervises the distribution of class rolls and corrections; monitors the final grade reporting.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of research techniques and report presentation.
- Knowledge of computer applications related to the area of assignment, such as Banner, Microsoft Office, etc.
- Knowledge of applicable policies, procedures, and laws.
- Excellent organizational, scheduling, and assessment skills.
- Effective communication skills, both orally and written; sound interpersonal skills.
- Ability to work under pressure and meet strict deadlines.

Minimum GSU Hiring Standards
Bachelor’s degree in a related field and four years administrative experience; or high school diploma or GED and eight years administrative experience; or a combination of education and related experience.