

Coordinator of Academic Information

Edison State Community College invites qualified candidates to apply for the full-time position of Coordinator of Academic Information. The Coordinator of Academic Information manages the systems, processes, and data that support academic operations, curriculum administration, course scheduling, classroom utilization, faculty workload/payload, catalog accuracy, and academic calendar planning. This position works independently and collaboratively with the Registrar, Provost, academic deans, program coordinators, Institutional Research, Information Technology, Student Affairs, and other campus partners to maintain accurate academic information across College systems.

The position requires a high degree of accuracy, data integrity, confidentiality, technical aptitude, and accountability due to its college-wide impact on student registration, compliance reporting, instructional planning, faculty workload, classroom efficiency, and institutional decision-making. The Coordinator uses data-informed practices, current scheduling technologies, reporting tools, and process improvement methods to support student-centered scheduling, operational efficiency, and effective use of College resources.

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

Manage accurate course, section, and academic information in College systems:

- Create, maintain, and update course and section information in Colleague and related academic systems based on approved curriculum actions, catalog requirements, registration rules, and database syntax.
- Ensure accuracy of credit section information, including instructional method, meeting pattern, room assignment, capacity, fees, restrictions, registration dates, faculty assignment, and workload implications.
- Assist the Registrar in creating academic terms and maintain term setup, registration controls, calendar dates, and related system rules in alignment with approved institutional timelines.
- Track and document course updates such as credit hour changes, lab fees, prerequisites, co-requisites, course descriptions, modalities, and catalog-effective dates for historical accuracy and audit readiness.
- Cancel, amend, or update credit (including College Credit Plus and select non-credit offerings as directed by academic leadership, while communicating changes to affected offices in a timely manner.
- Identify and recommend solutions for unusual section arrangements, cross-listed offerings, independent studies, late scheduling changes, and other non-standard academic record needs.

Analyze course scheduling, enrollment, and classroom utilization data:

- Prepare and analyze course schedule, enrollment, fill-rate, cancellation, waitlist, modality, meeting-pattern, and room utilization data to support data-informed academic planning.
- Evaluate classroom utilization by term, day, time block, campus/location, room type, capacity, instructional modality, and peak-demand periods to help maximize effective use of instructional space.
- Develop reports, dashboards, summaries, and recommendations that identify scheduling gaps, underutilized rooms, bottleneck courses, high-demand sections, prime-time space constraints, and opportunities to improve student access.
- Partner with academic deans, program coordinators, Institutional Research, IT, and scheduling technology vendors to improve schedule efficiency, classroom assignment practices, and long-term section planning.
- Use historical enrollment patterns, completion needs, program pathways, and student-centered scheduling principles to inform annual and multi-term scheduling recommendations.
- Monitor data quality issues that affect scheduling analytics and work with appropriate offices to resolve inconsistencies in course, section, room, modality, and faculty workload data.

Manage faculty staffing, workload, and payload processes:

- Determine timelines and processes for faculty assignment submissions in collaboration with academic leadership.
- Create and distribute staffing worksheets or other assignment tools for program coordinators and deans.
- Enter, maintain, and verify faculty assignments and loads for each section, including overload, release time, reassigned time, independent study, clinical, lab, and other special assignment circumstances.
- Create workload reports for academic dean review; distribute approved reports to individual faculty; collect and maintain signed reports for reference and audit purposes.
- Track unstaffed sections and staffing changes throughout the scheduling cycle and communicate issues that may affect registration, student access, or payroll deadlines.
- o Process faculty payload according to institutional timelines for all academic terms; distribute for dean approval and forward approved information to Human Resources or other appropriate offices.

Manage curriculum workflow, catalog updates, and academic records integrity:

- Record, track, and monitor curriculum proposals from submission through final approval, implementation, and archival.
- Verify completion and accuracy of curriculum forms; assign proposal numbers; prepare materials for Curriculum Committee review; and maintain official curriculum records.

- Implement approved course and program changes in Ellucian/Colleague, Modern Campus-College Catalog, catalog, and other related systems as appropriate.
- Cross-check approved curriculum information for accurate credits, fees, requisites, restrictions, effective dates, program requirements, and catalog alignment.
- Maintain articulation agreement records and other curriculum-related documentation in approved shared repositories.

Maintain academic catalog, syllabi, program sheets, calendars, and degree-audit support:

- Manage course and program revisions for the online academic catalog and ensure alignment between catalog, curriculum records, program sheets, and student-facing information.
- Maintain electronic syllabi, program sheets, and related academic documents in approved College systems; archive documents according to institutional retention expectations.
- Update and publish academic calendars in coordination with approved College processes.

Support reporting, technology, compliance, and process improvement:

- Use reporting tools, spreadsheets, database queries, scheduling software, and other technology to produce accurate, timely reports for academic operations and leadership decision-making.
- Support implementation, testing, and ongoing improvement of academic operations technology, including scheduling,

catalog, curriculum, degree audit, document management, and reporting tools.

- Identify opportunities to automate manual processes, reduce duplicate data entry, improve workflows, and strengthen data governance across academic information processes.
- Maintain confidentiality and data security in compliance with FERPA, College policy, and applicable records-retention requirements.
- Prepare documentation, procedures, training materials, and cross-training resources to support continuity of operations and consistent institutional practice.
- Provide administrative and technical support to the Registrar, Provost, academic leadership, and related committees as needed.

Perform other related duties as assigned.

Required Knowledge, Skills, and Personal Qualifications:

- Excellent organizational, planning, and follow-through skills with the ability to manage multiple deadlines and detailed processes simultaneously.
- High attention to detail and accuracy when working with large data sets, academic records, curriculum information, scheduling rules, and faculty workload information.
- Understanding of student information systems, academic databases, curriculum management, catalog systems, degree audit, scheduling technology, and data reporting concepts.

- Ability to analyze course, classroom, enrollment, and workload data and translate findings into practical recommendations for academic leaders.
- Strong proficiency with Microsoft Office, especially Excel; SharePoint or similar document-management systems; Colleague or similar student information systems; and reporting tools such as Informer, Power BI, or similar platforms.
- Ability to learn and use scheduling and curriculum technologies such as Ad Astra, , CourseLeaf, Coursedog, Modern Campus, or comparable systems.
- Knowledge of FERPA, records confidentiality, academic policy, catalog governance, and data integrity practices.
- Strong problem-solving, critical-thinking, and process-improvement skills.
- Ability to work independently with minimal supervision while maintaining effective collaboration with faculty, staff, administrators, and technology partners.
- Excellent written and verbal communication skills, including the ability to explain technical information clearly to non-technical audiences.
- High degree of sensitivity, personal integrity, professionalism, discretion, and accountability.

Required Experience:

- Two to five years of similar or related experience in academic records, curriculum, scheduling, registrar operations, academic affairs, institutional research, or higher education administration.

- Minimum of two years of office, process, project, or data-management experience preferred.
- At least one year of experience with Colleague or a similar student information/database management system preferred.
- Experience with course scheduling, classroom scheduling, faculty workload, curriculum management, catalog administration, reporting, or data analysis strongly preferred.

Required Educational Background:

Bachelor's degree required. Equivalent combinations of education, training, and directly related experience may be considered in accordance with College practice.

Supervises following staff:

Student Workers