

South Texas College

Job Announcement 2025-5024

Title: Curriculum Assistant
Department: Curriculum
Reports to: Director of Curriculum
Pay Grade: Part-time
Salary Range: \$17.00/Hour
Campus: Pecan

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Curriculum Assistant provides assistance for curriculum and scheduling processes including: maintaining the syllabus management application to include data uploads and ongoing maintenance; assisting with departmental audits to ensure accuracy and state compliance; and assisting the director with labor market data collection and research for credential development.

Specific Duties and Responsibilities

Essential Functions:

1. Assists with credential development narratives including research, data gathering and the collection of local labor market data for credit and non-credit proposals.
2. Assists with maintenance of documentation in the department's intranet site.
3. Assists with maintenance of the syllabi management application including data loads for all sessions, audit reports, updates to the task calendar, and creation of syllabi for merged courses.
4. Assists with trainings for the syllabus management application; provides assistance to faculty in the use of the syllabi management application.
5. Assists with editing curriculum compliance files, catalog data entry, and updating of course prerequisites.
6. Assists with course scheduling, room reservations, and uniform class time audits to ensure accuracy and compliance with state requirements.
7. Assists with departmental audits to ensure accuracy and compliance of program & course information, syllabi & CV, and scheduling.
8. Assists with ad hoc reports as needed.
9. Maintains familiarity with the College's programs, including curriculum, policies, procedures and strategic plan.
10. Provides assistance with special projects, as needed.
11. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree, or a minimum of 60 earned college hours.
2. One (1) year of work experience in a professional work or higher education setting

preferred.

Required Knowledge, Skills, and Abilities

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Good critical-thinking and problem-solving skills.
4. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
5. Excellent proofreading and editing skills.
6. Ability to work independently as well as a team player within department and with others.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to write routine reports and correspondence.
10. Ability to effectively present information and respond to inquiries from groups of faculties, staff, students and the general public.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.

10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
 11. Sitting particularly for sustained periods of time.
 12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
 13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
 14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.