

**Job Classification:** Non-Exempt, Full-Time Staff

**Work Schedule:** Monday – Friday, 8 AM – 5 PM

**Location:** Manhattan, Kansas Campus

**Compensation:** Pay Grade 11 (Hourly rate: \$22.75 – \$34.10) Median rate: \$28.42/Hour

**Reporting Relationship:** Chief Academic Officer

**Primary Accountabilities:**

Coordinates curriculum, scheduling, faculty operations, and accreditation support to optimize academic delivery and support institutional effectiveness.

**Key Duties:**

- Maintains and updates curriculum and program data across institutional and third-party systems, ensuring alignment with approved curriculum, catalog requirements, and academic processes.
- Leads academic scheduling operations, including term builds, course offerings, and room utilization, coordinating closely with academic leadership, faculty, and student services.
- Develops and manages faculty workload assignments, resource coordination, program planning, and lab/course delivery needs.
- Supports the Chief Academic Officer in report completion (Perkins, outcomes, etc.) and with faculty operations, including professional development coordination, learning outcomes tracking, and implementation of academic best practices.
- Manage curriculum updates and entries into external reporting sites for state (KBOR), federal (Perkins V), and accreditation (Higher Learning Commission) compliance, ensuring timely and accurate submission.
- Communicates and reinforces academic policies, procedures and provides training on registration systems and student-facing tools
- Serves as the operational liaison between Academic Affairs, Student Services, Institutional Research, and external partners to ensure alignment in scheduling, data flow, and student success initiatives.
- Supports institutional operations and process implementation, including technology enhancements, academic calendar execution, and contingency planning (e.g., inclement weather).
- Develops and maintains faculty workload models and tracking tools and coordinates adjunct hiring and onboarding workflows.

**Qualifications:**

- Bachelor's degree required in business administration, education, higher education administration, or a related field; Master's degree preferred.
- Minimum of 5 years of experience in higher education, including at least 3 years in academic scheduling, curriculum management, or administrative assistant roles; technical or community college experience strongly preferred.
- Working knowledge of compliance requirements including FERPA, accreditation standards, and state reporting expectations (e.g., Kansas Board of Regents).
- Experience with student information systems such as Jenzabar and familiarity with learning management systems and reporting tools.
- Strong analytical and problem-solving skills with the ability to interpret data, identify trends, and support data-informed decision-making.
- Excellent communication and organizational skills, including the ability to interpret policy, train users, and manage multiple priorities in a deadline-driven environment.
- Ability to work independently and collaboratively with diverse stakeholders while exercising sound judgment, professionalism, and confidentiality.

**Physical Demands:**

- Ability to sit or stand for extended periods of time.
- Ability to read screens and print materials, and communicate effectively via email, in-person and on the phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

**Work Environment:**

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, faculty, staff, and external partners.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

- 1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
- 2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
- 3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.**
- 4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
- 5. All ‘offers of employment’ are subject to criminal background check prior to employment.**