

Position Title	Curriculum Information Officer
Group/Portfolio	Student Life
Classification	HEW Level 5
Position Number	00060736
Reports To	Coordinator, Programs and Courses
Employment Type	Fixed Term

1.0 Position Purpose

The Curriculum Information Officer is responsible for the accurate data entry in the Curriculum Management System and PeopleSoft Student Systems, and the publishing and maintenance of Griffith's academic program and course information on Griffith's Programs and Courses website.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications in administration, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Enter and maintain academic program and course data in the University's Curriculum Management System (CMS) and PeopleSoft Student System, ensuring content has been approved through the University's program accreditation processes, and displays correctly on the Programs and Courses website.
- Quality check all approved Curriculum Objects in CMS prior to publishing the information on the University's Degree Finder and Programs and Courses websites and to other University systems Troubleshoot publishing integration errors and escalate to Senior Curriculum Management Officer and/or Digital Solutions where necessary.
- Provide operational support to the University for CMS and Course Profile enquiries and conduct troubleshooting and advice to address any enquiries.
- Communicate with stakeholders regarding content published on the Programs and Courses website and liaise with senior and professional staff in contributing elements to ensure course and program data is accurate and consistent.

- Maintain business processes to ensure content is updated within the CMS and PeopleSoft Student System in a timely manner to reflect approved additions and changes to programs.
- Manage archiving of program website entries in HPE Content Manager.
- Maintain academic and professional staff role access in PeopleSoft Program Advisor page, the Course Profile System and Grade Management System.
- Manage the configuration and administration of the Course Profile System each teaching term and report on duplicate profiles/cancelled classes. Assist with ongoing business improvement, and assist the Coordinator, Programs and Courses to maintain relevant training material.
- Contribute to Student Credentials and Student Life strategic and operational priorities and represent Student Life at working parties and in other forums.
- Maintain and update program data for OUA Lead Referral programs.
- Maintain and update program digital documents using Content Management System (Squiz Matrix).
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).