

Manager, Curriculum & Scheduling Services (Interim)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268587>

Downloaded On: Nov. 24, 2025 8:20pm

Posted Nov. 24, 2025, set to expire Apr. 28, 2026

Job Title Manager, Curriculum & Scheduling Services (Interim)
Department
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Nov. 24, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Curriculum/Instruction

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5146721/manager-curriculum-scheduling-services-interim>

Apply By Email

Job Description

*****INTERNAL JOB ANNOUNCEMENT FOR CURRENT BUTTE COLLEGE EMPLOYEES ONLY*****

Manager, Curriculum & Scheduling Services

MSC Range 17; Full-time/Exempt; 40 hours per week; 12 months per year; Interim position

Interviews: December 2025

Anticipated Start Date: ASAP

Temporary Interim Position through Spring 2027

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POSITION HIGHLIGHTS:

Reporting to the Dean of Instruction, the Manager, Curriculum & Scheduling Services leads the District's curriculum, schedule, and catalog data governance across the college's Enterprise Resource Planning (ERP) and curriculum management systems. The Manager will supervise and oversee the daily operations of the Curriculum and Scheduling Services office. This position serves as the primary technical owner for related databases, integrations, and timelines; ensures the accuracy, compliance, and auditability of course, program, catalog, scheduling, and teaching-load data; and produces actionable analytics to support enrollment strategy and resource allocation. The Manager exercises independent judgment in interpreting Title 5, Education Code, Chancellor's Office guidance, local board policies, and collective bargaining agreements.

This position works collaboratively with departments such as Admissions and Records, Counseling, Financial Aid, Information Technology, Human Resources/Payroll, Marketing, and the Curriculum Committee to deliver a consistent, compliant, and student-centered instructional experience.

The regular work schedule is Monday-Thursday, 7:30 a.m.-5:00 p.m., and Friday, 8:00 a.m.-12:00 p.m. During the summer, the schedule is Monday-Thursday, 7:00 a.m.-5:00 p.m. As an exempt position, hours may vary based on departmental needs including some work on evenings and weekends as necessary.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree; AND
- Three (3) years of progressively responsible experience that includes database/ERP stewardship and regulatory/contract interpretation; or an equivalent combination of education and experience; AND
- Demonstrated ability to supervise technical staff and lead cross-functional projects; OR
- Any combination of education and experience which would provide the required qualifications for the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

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DIVERSITY QUALIFICATION:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

REQUIRED ATTACHMENTS:

- Resume or Vita
- Letter of Interest outlining how your experience, knowledge, and abilities align with the requirements of the job

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

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The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan. For more information please review the [Fringe Benefit Summary](#).

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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