



## Curriculum Coordinator (Centralized) Job Description

### JOB INFORMATION

<i>Job Code:</i>	137127
<i>Job Title:</i>	Curriculum Coordinator (Centralized)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Academic Review/Counseling
<i>Job Family Group:</i>	Academic Advising and Career Counseling
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Administers the dual processes of curricula and academic policy approval for the University. Serves as the central University historian and policy coordinator for all issues connected with academic course work, policies and procedures.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge of university policies, curricula and academic structure.
X		Proven administrative and supervisory skills.
	X	Demonstrated written and oral communications skills.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Receives, reviews and analyzes requests for changes in course and degree programs and academic policies and procedures. Advises deans, department chairs, faculty and department staff on submission requirements for requests. Assists with preparing and presenting new or modified courses and programs and requests for policy changes. Determines whether proposals are acceptable for review. Schedules requests for review by appropriate committees. Informs departments of university policies, relevant history, and various committee requirements.				
Schedules and coordinates activities for panels and committees charged with oversight of curricula and academic policy (e.g., overseas studies). Provides administrative and research support as required, and monitors committee actions to ensure timely and appropriate disposition. Provides documentation for committee review (e.g., proposals, memos). Monitors committee review outcomes.				
Advises the provost's office in the formation and scheduling of faculty committees needed for curriculum matters. Routes committee recommendations to the provost for decisions and communicates results as appropriate. Acts on proposals which the committees defer as "administrative" to the curriculum office to determine whether the department's response fulfills committee requirements.				
Coordinates with publications to ensure all committee actions are correctly recorded in the catalogue and schedule of classes. Serves as the central historian and policy coordinator for all issues connected with academic course work, policies and procedures. Ensures detailed records are maintained. Supervises the organization, maintenance, storage and retrieval of pertinent records.				
Maintains the electronic catalog (master course catalog) which controls scheduling, registration, grading, degree-check and transcripts. Conducts periodic course reviews so that the catalog reflects current curriculum. Coordinates class scheduling with registration and classroom scheduling departments. Ensures all changes have been approved by the provost's office, properly recorded and processed.				
Initiates the use of technology to improve the processing of proposals and the provision of timely information to the community. Oversees the academic records and transcript details needed for special partnership programs with other universities. Prepares annual reports on curriculum for the Western Association of Schools and Colleges, as well as any other reports requested by deans/provosts.				
Contributes to the development, maintenance and enhancement of systems, procedures and formats which support curriculum office operations.				
Supervises unit employees and/or student workers, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a regular basis. Ensures timely completion of unit work.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.