



Curriculum Coordinator (Decentralized) Job Description

JOB INFORMATION

<i>Job Code:</i>	137128
<i>Job Title:</i>	Curriculum Coordinator (Decentralized)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual 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 a school. Serves as the school 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		2 years	
	X	3 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 and proven administrative skills.
X		Excellent written and oral communication skills

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in conceptualizing, planning, preparing and coordinating curriculum development and revision activities for the school. Develops and refines curriculum minors in collaboration with faculty. 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 faculty and staff in 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 university committees.				
Schedules and coordinates for the school activities of curriculum panels and committees charged with coordination of curricula and academic policy. Provides administrative and research support as required and coordinates committee actions to ensure timely and appropriate disposition. Provides documentation for committee review such as proposals and any related memorandums. Monitors the outcome of committee review. Routes committee recommendations to the University Curriculum Office for decision and communicates the results as appropriate. Coordinates potential issues associated with curriculum changes. Represents school at university curriculum committee meetings.				
Coordinates with Publications to ensure that all school actions are correctly recorded in the catalogue and schedule of classes. Conducts periodic course reviews so that the catalog reflects current curriculum. Coordinates scheduling of classes with Registration and Classroom Scheduling.				
Provides guidance and direction to faculty and staff regarding curricular matters. Assists with the planning and delivery of services and activities. Develops and conducts training on curricula and academic policy approval processes, procedures, requirements and related topics.				
Participates in the development and implementation of program policies and procedures.				
Ensures detailed records are maintained. Coordinates the organization, maintenance, storage and retrieval of records pertinent to curricula and policy.				
Analyze budget impact for curricular decisions. Coordinates and tracks lab fees for school and makes recommendations for adding or changing lab fees. Collates data for budget status reports.				
Ensures school compliance with university curriculum requirements. Advises and trains staff in curriculum planning and revision procedures.				
Contributes to the development, maintenance and enhancement of systems, procedures and formats that support the curricular operations of the school.				

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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.