**Curriculum Coordinator**

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**Please see Special Instructions for more details.**

To ensure full consideration, applications must be received by March 19. 2018. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Caryn Stoess at caryn.stoess@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Starting salary within the salary range will be commensurate with skills, education, and experience. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

**Position Information**

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| **Department** | Acad Prgms/Assess/Accred (DAA) |
| **Position Title** | Coordinator-Curr Accr & Assess |
| **Job Title** | Curriculum Coordinator |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | Fixed-Term |
| **Pay Method** | Salary |
| **Recommended Full-Time Salary Range** | Salary is commensurate with education and experience. |
| **Position Summary** | The Office of Academic Programs and Assessment is seeking a Curriculum Coordinator. This is a full-time (1.0 FTE), 12-month, fixed term professional faculty position. Reappointment is at the discretion of the Associate Provost.  This position coordinates, administers and executes curriculum proposals and facilitates the curricular proposal process for academic units, Faculty Senate and the University. This position will assist with technology associated with the curricular proposal process. Additionally, this position will provide support to the program review process through researching, compiling, preparing and composing analysis, data and documents related to the program review process. |
| **Position Duties** | 50%: Program Related Curriculum Proposals  Coordinates, administers and executes program related curriculum proposals (new degree programs, substantive changes to existing programs, establish new academic structures, extend existing programs, merge or split programs, reorganize programs, suspend, reactivate or terminate programs) for academic units, Faculty Senate and the University. • Maintains database information and performs maintenance related to program related curriculum proposals. • Ensures compliance with guidelines, policies and standards; troubleshoots issues to maintain the integrity and standards for program related curriculum proposals. • Acts as liaison with internal academic units and departments to maintain and update records and documentation for program related curriculum proposals. • Provides curriculum proposal process expertise to internal stakeholders including, but not limited to serving on campus and faculty senate committees and conducting workshops.  20% Course Related Curriculum Proposals  Coordinates, administers and executes course related curriculum proposals (course proposals, changes to majors, minors and options) for academic units, Faculty Senate and the University. • Maintains database information and performs maintenance related to course related curriculum proposals. • Ensures compliance with guidelines, policies and standards; troubleshoots issues to maintain the integrity and standards for course related curriculum proposals. • Acts as liaison with internal academic units and departments to maintain and update records and documentation for course related curriculum proposals. • Provides curriculum proposal process expertise to internal stakeholders including, but not limited to serving on campus and faculty senate committees and conducting workshops. • Provides feedback on proposed learning outcomes and assessment methods for course related curriculum proposals.  20% Curriculum Management System  In collaboration with the Registrar’s Office and academic units across campus, plans, develops, coordinates, manages and executes implementation and use of the curriculum management system (CourseLeaf Curriculum: CIM) for academic units, Faculty Senate and the University. • Provides CIM curriculum management system expertise to internal stakeholders including, but not limited to serving on campus and faculty senate committees and conducting workshops. • Troubleshoots and assists internal stakeholders in their goal to successfully use the CIM curriculum management system for curriculum proposals.  5% Academic Program Reviews  Researches, compiles, prepares, and composes analysis, data and documents for Academic Program Reviews reports.  5% Academic Program Reports  Researches, compiles, prepares, and composes analysis, data and documents for Academic Program reports. |
| **Minimum/Required Qualifications** | Bachelor’s degree from an accredited college or university.  Minimum of 2 years experience in university related academic processes or university shared governance.  Demonstrated experience with report preparation and presentation.  Demonstrated experience creating templates and forms.  Excellent written and spoken communication.  Excellent customer service skills and the ability to create collaborative professional relationships.  Ability to accurately organize and track information as well as multitask.  Demonstrated ability to manage complex projects.  Demonstrated experience interfacing with new educational, curricular, assessment, evaluation or data related software and technologies.  A demonstrable commitment to promoting and enhancing diversity.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU STANDARD 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **Preferred (Special) Qualifications** | Master’s degree with an emphasis or experience in Education, Assessment or related higher education field.  Experience with use of Leepfrog’s CourseLeaf products.  Experience with Banner or other Student Information Systems, Excel, and other data management systems.  Experience with and knowledge of academic policy and procedures in a higher education setting.  Experience in website design and maintenance including use of Drupal. |
| **Working Conditions / Work Schedule** |  |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

**Posting Detail Information**

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| **Posting Number** | P01894UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/15/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 01/30/2018 |
| **Full Consideration Date** | 03/19/2018 |
| **Closing Date** | 04/02/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by March 19. 2018. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.  When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Caryn Stoess at caryn.stoess@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Starting salary within the salary range will be commensurate with skills, education, and experience.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Other Document 1 (see Special Instructions)