UNIVERSITY OF SOUTHERN CALIFORNIA

Curriculum Coordinator (Centralized)

Job Code: 137127

OT Eligible: No
Comp Approval: 9/7/2017

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 ACCOUNTABILITIES:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<td>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 them 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. Informs departments of university policies, relevant history, and requirements of the various committees.</td>
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<td>Schedules and coordinates the activities of university panels and committees charged with oversight of curricula and academic policy, including Overseas Studies and the Committee on Academic Policies and Procedures. Provides administrative and research support as required and monitors committees' 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. Advises the Provost's Office in the formation and scheduling of faculty committees needed for curriculum matters. Routes committee recommendations to the Provost for decision and communicates the results as appropriate. Acts on proposals which the committees defer as “administrative” to the curriculum office, to determine whether the department's response fulfills the committee's requirements.</td>
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<td>Coordinates with Publications to ensure that all committee actions are correctly recorded in the catalogue and schedule of classes.</td>
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<td>Serves as the central university 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 records pertinent to curricula and policy.</td>
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<td>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.</td>
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<td>Coordinates scheduling of classes with Registration and Classroom Scheduling. Ensures all changes have been approved by the Provost's Office and have been properly recorded and processed.</td>
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<td>Initiates the use of technology (e.g., the web) to improve the processing of proposals and the provision of timely information to the university community.</td>
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Oversees the academic records and transcript details needed for USC's special partnership programs with other universities.

Prepares the annual report on curriculum for the Western Association of Schools and Colleges (WASC) as well as any other reports requested by the Dean or Provost.

Contributes to the development, maintenance and enhancement of systems, procedures and formats which support the operations of the Curriculum Office.

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's work.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No  ☐ Yes  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.

JOB QUALIFICATIONS:

Minimum Education:
  Bachelor's degree

Minimum Experience:
  3 years

Minimum Field of Expertise:
  Thorough knowledge of university policies, curricula and academic structure and proven administrative and supervisory skills.

Preferred Education:
  Master's degree

Preferred Experience:
  5 years

Preferred Field of Expertise:
Thorough knowledge of University policies, procedures, curricula and academic structure and proven administrative and supervisory skills. Demonstrated oral and written communications skills.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Fax
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Administrative
Clerical/Secretarial

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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