UNIVERSITY OF SOUTHERN CALIFORNIA

Curriculum Coordinator (Decentralized)

Job Code: 137128

Grade: 1
OT Eligible: 
Comp Approval: 1/30/2008

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 ACCOUNTABILITIES:

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**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.**

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**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.**

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**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.**

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**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.**

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**Participates in the development and implementation of program policies and procedures.**

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**Ensures detailed records are maintained. Coordinates the organization, maintenance, storage and retrieval of records pertinent to curricula and policy.**

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**Analyse 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.**

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**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. 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:**

2 Years

**Minimum Field of Expertise:**

Thorough knowledge of University policies, curricula and academic structure and proven administrative skills.

**Preferred Education:**

Master’s Degree

**Preferred Experience:**

3 Years

**Preferred Field of Expertise:**

Demonstrate oral and written communication skills.

**Skills:** **Administrative:**

- Assemble and organize numerical data
- Communicate with others to gather information
- Coordinate meetings
- Gather data
- Research information
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills:** **Other:**

- Analysis
- Assessment/evaluation
- Conflict resolution
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
Planning
Problem identification and resolution
Scheduling
Teaching/Training

**Skills: Machine:**
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

**Supervises: Level:**
May oversee student, temporary and/or casual workers.

**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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