UNIVERSITY OF SOUTHERN CALIFORNIA

TrojanLearn Curriculum Specialist

Job Code: 140015

OT Eligible: No

Comp Approval: 6/7/2016

JOB SUMMARY:

Collaborates with internal central stakeholders, schools/departments and vendors regarding the development, revision, implementation, tracking and evaluation of curriculum and instructional design strategy and structure required to deliver content in online and/or blended employment training/learning environment for various employee constituencies served by TrojanLearn. Assists with developing production priorities, timelines, release strategies, testing and support services for TrojanLearn users. Participates in short and long-range planning, development of goals, objectives and actions plans for the TrojanLearn learning platform.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity Description</th>
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<td>Designs and develops training interventions by curating, collecting, selecting and presenting meaningful and appropriate training assets, to include curating available online courses, videos, books, and articles and developing them into an online or blended curriculum that will close skill, knowledge, competency and ability gaps. Designs training materials using course authoring tools such as Captivate, Articulate and/or basic office software.</td>
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<td>Partners with sponsors, subject matter experts, HR business partners and key stakeholders within schools, and departments to determine training needs and to assess the learner’s skills, knowledge, competency and ability gap. Collaborates with clients in identifying and assessing training needs for new and existing employees.</td>
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<td>Researches employment curriculum training/learning programs utilized by general industry and the university to identify gaps in TrojanLearn offerings. Works with clients to identify criteria and structures for utilization to bundle training/learning programs into specific categories/modules.</td>
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<td>Assists with developing instructional design strategy guidelines for utilizing learning outcomes and other tools to analyze pedagogical needs of courses. Works with University communications and marketing departments to design, develop and implement program roll-out strategies that encourage the utilization of training courses and assets within the University's learning management system TrojanLearn.</td>
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<td>Assesses program and curriculum effectiveness through the implementation and analysis of level’s one, two, three and four Kirkpatrick evaluation models. Collaborates with others in the assessment and evaluation of instructional effectiveness and summarizes the findings and impact of training on employee skills for management. Assists with preparing assessment tools to measure training effectiveness. Provides feedback to program participants and management.</td>
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<td>Researches and reviews TrojanLearn program and offerings on a regular basis to identify competency gaps in learning program that may need to be addressed.</td>
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Identifies existing training/learning programs utilized by general industry and developed by vendors that would be applicable for delivery via TrojanLearn for various employee constituencies. Makes recommendations regarding usage of these programs.

Works with others in developing production priorities, timelines, release strategies, testing and support services for TrojanLearn users.

Maintains an updated curriculum database, employee training records and reports of outcomes.

Assists with TrojanLearn system administrative support.

Works with University schools/departments expressing interest in hosting training on TrojanLearn. Assists with prioritizing those school/department production plans.

Assists department computer technology staff with troubleshooting and research associated with learning management system and web design issues.

Maintains currency with contemporary innovations, design and methodology, industry trends and pedagogical research.

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

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Directly related experience in curriculum development, instructional design courses and/or online teaching in an educational or corporate environment. Working knowledge of learning management systems functionality, administration and reporting as well as web delivery tools. Familiarity with traditional and modern training methods and techniques. Demonstrated organizational, written and verbal communication, collaboration and analytical skills. Ability to multi-task and maintain attention to detail.

**Preferred Field of Expertise:**
Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Curriculum development
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Research

Skills: Machine/Equipment:

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

Supervises: Level:

May oversee student, temporary and/or resource 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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