



Job Description

Job Title: Director, Curriculum Services		
Division/Department: CAGS Curriculum Services	Location: Main Campus	
Reports to: CAGS Dean	Position Number:	
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

POSITION SUMMARY: The Director will lead the Curriculum Services team in the development, implementation, evaluation, and maintenance of courses in the learning management system at MACU. Additionally, this position will be responsible for providing instructional design services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Director will collaborate with Deans, Program Faculty, and Content Specialists to develop and implement online and on-ground courses and to facilitate faculty development and training in the use of the learning management system. The Director will supervise the Design and Production Team and the LMS Build Team, and oversee the curriculum development process, including chairing the Curriculum Evaluation and Development Committee. Additional duties and responsibilities as assigned by the Dean of CAGS or Executive Vice President.

Curriculum Responsibilities:

- Manage the curriculum development process, including scheduling and coordination with content specialists
- Provide instructional design services
- Collaborate with program faculty and other stakeholders on school and college-wide curriculum initiatives
- Conduct research on new instructional technology and facilitate the implementation of technology in curriculum

Learning Management System Responsibilities:

- Collaborate with the CLT Lead Specialist in the scheduling and process of building, loading, and maintaining courses in the learning management system
- Provide training for faculty and other stakeholders in the use of the learning management system
- Oversee helpdesk response by LMS team

Additional Responsibilities:

- Manage LMS Specialists, Instructional Design Specialists, and contract personnel associated with Curriculum Services
- Provide regular faculty development experiences emphasizing the use of technology in instruction
- Other duties and responsibilities as assigned by the Dean of CAGS

QUALIFICATIONS:

Must have experience and/or training with instructional learning and technology and the application of instructional technologies in curriculum development.
 Must have experience in curriculum development
 Prefer experience teaching adult students in an online environment.
 Prefer experience managing people and processes in a time-sensitive environment.
 Strong organizational skills
 Strong verbal and written communication skills

EDUCATION and/or EXPERIENCE:

Master's degree in curriculum and instruction, instructional design, education, or a related field required (doctorate preferred). Two to four years of managerial or curriculum experience in higher education preferred.

COMPUTER SKILLS:

Proficient in Microsoft Office and Google analogs.
 Well-versed in instructional technology
 HTML / web development experience a plus, but not required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with



disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.