



POSITION ANNOUNCEMENT

Job Title: Curriculum Specialist
Department: Office of the Registrar
Reports to: Assistant Vice President of Enrollment Services and Registrar
Shift/Hours: 40 hours per week
Date Prepared: October 16, 2020

SUMMARY

This position is responsible for developing and implementing systems for ensuring accuracy of the university's primary academic publications, primarily the undergraduate and graduate catalogs and academic planning guides. Collaborates with other offices across the university to ensure timely changes and corrections. Assists with the planning and organizing of the university commencement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Edits the undergraduate and graduate catalogs and maintains communications with various individuals and all support offices represented in academic documents. Ensures that curricular and policy changes approved by the Curriculum and Educational Policy and Graduate School Committees are accurately entered into bulletin copy.
2. Coordinates the details of bulletin production with the University's marketing office related to design, photographs, and graphic layout.
3. Takes and disseminates minutes of meetings of the Curriculum and Educational Policy Committee and Graduate School Committee and maintains an archive of academic documents presented at the meetings. Also prepares a summary of actions taken for review by the faculty as a whole and a summary of newly added or deleted majors and degrees for leadership and for review by the Trustee Committee on Academic Administration and the full Board.
4. Edits the academic planning guides and maintains communications with various individuals and all support offices represented in academic documents. Ensure that process and policy changes are accurately entered into the guides. Coordinates the details of guide production with the University's marketing office related to design, photographs, and graphic layout.
5. Informs the appropriate departments and offices about updates to course and program information stored in Jenzabar and/or displayed on the website; communicates to admissions, professional advisors, and academic departments about course, curriculum, and policy changes.
6. Coordinates updating of Program Information Sheets and website information when programs are added, deleted, or modified by communicating with the program administrative support and/or Web Services.
7. Assists with the planning and organizing of commencement activities, including the physical arrangements, attends meetings, provides notification to appropriate parties of candidates for graduation and commencement, and attends the commencement ceremony.
8. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE: Bachelor's degree and two to four years of experience in higher education, preferably in curriculum; experience editing and formatting documents in preparation for publication. Work knowledge of Microsoft Office required.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.