

POSITION ANNOUNCEMENT

Job Title:	Curriculum Specialist
Department:	Office of the Registrar
Reports To:	Assistant Vice President of Enrollment Services and Registrar
Salary:	\$39,500 annually

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.

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, Educational Policy and Assessment and Graduate School Committees are accurately entered into catalog.
2. Coordinates the details of catalog production with the University's marketing office related to design, photographs, and graphic layout.
3. Assists in preparation of proposals and documents for the Curriculum, Educational Policy and Assessment, and the Graduate School committees.
4. Takes and disseminates minutes of meetings of the Curriculum, Educational Policy, & Assessment and Graduate School committees and maintains an archive of academic documents presented at the meetings. Also prepares a complete summary of actions taken and a summary of newly added or deleted majors for review by various constituencies.
5. 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.
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. 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. Working knowledge of Microsoft Office required.

TO APPLY:

Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

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.