

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

CURRICULUM SERVICES SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 – C

**JOB FAMILY: OFFICE/ADMIN SUPPORT
JOB FUNCTION: ADMIN SUPPORT SERVICES**

GENERAL STATEMENT OF JOB

The Curriculum Services Specialist conducts technical reviews for the quality and accuracy of curriculum proposals involving new, modified, or inactivated courses and programs. This position assists with data input in all applicable college systems. This position sometimes serves as Secretary of the Curriculum Committee and assists the Director with college-wide communications about proposed and approved curriculum.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supports proposal originators with curriculum actions involving the creation, modification, and inactivation of programs and courses in support of student-centered course offerings.

Reviews curriculum proposals for clarity in layout and design and adherence to state curriculum frameworks.

Reviews curriculum proposals for modifications that may result in a notification to the Office of Institutional Effectiveness and advises the assigned supervising administrator of such findings.

Reviews curriculum proposals for course sequencing and alignment of credit hours, contact hours, and workload unit points.

Works with the designated coordinator in the Statewide Course Numbering System office to identify the appropriate course number assignment for new and modified college courses.

Enters approved curriculum in all applicable college systems.

As Secretary/Assistant to the Secretary of the Curriculum Committee, maintains committee roster, schedules meetings, notifies committee of proposed and approved proposals, records meetings and produces minutes, communicates proposal updates to appropriate parties, and assists with communications with the Provost regarding committee recommendations and signatory support.

Assists with curriculum-related research and special curricular and departmental projects.

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Assists other Curriculum Services staff members with planning and facilitating curriculum-related professional development.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the designated supervisor.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited college or university.

PREFERRED QUALIFICATIONS

Bachelor's degree in education or related field from a regionally accredited college or university. Experience working with curriculum review in higher education. Experience with a variety of office software and system technology.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2002; Rev: 2/2017; Rev: 8/28/23