

Assistant for Curriculum Development
University at Buffalo, The State University of New York

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Posted Aug. 5, 2019, set to expire Dec. 5, 2019

Job Title	Assistant for Curriculum Development
Department	Office of Educational Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Curriculum/Instruction
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Job Description	

Position Summary

The Office of Educational Affairs is seeking an experienced and highly responsible professional to serve as Curriculum Development Specialist. This position manages campus-wide curriculum development efforts at the undergraduate and graduate levels and calls for a self-directed professional. The Curriculum Development Specialist must exercise sound and independent judgment to manage all aspects of curriculum and course development, including new degree program proposals. The Curriculum Development Specialist serves as a high-level liaison to campus-wide partners including; faculty, department leadership and/or Associate Deans and representatives within the State University of New York (SUNY) system as well as to external partners at the State Department of Education (SED).

A successful candidate will exhibit strong written and oral communication skills as well as highly developed organizational and project management skills.

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Key areas of responsibility include, but are not limited to:

- Manage all campus-wide day-to-day course and curriculum activities and manage the university's graduate and undergraduate curriculum offices.
- Train and guide campus-wide partners regarding how to appropriately prepare and submit course and degree proposals and provide critical feedback regarding necessary changes to ensure SUNY and SED approvals.
- Analyze and interpret complex rules, regulations, policies and procedures to make decisions or provide guidance to faculty with respect to course and curriculum matters.
- Gather market research and data as requested.
- Manage campus-wide course and curriculum proposals according to internal and external deadlines as well as anticipated start date.
- Organize and contribute to monthly Graduate and Undergraduate Associate Deans' Council meetings.
- Create campus-wide communications ranging from policy announcements, to more nuanced and complex communications regarding course and curriculum matters.
- Interact regularly and diplomatically campus-wide with a diverse group of internal and external constituents.

Educational Affairs is a collaborative division of university support services and programs that shape and enhance the educational experience for all UB students, from first-time freshmen to seasoned PhD candidates. Our units uphold the University at Buffalo's commitment to academic excellence through program development and approval, assessment and program review, and stewardship of support services across undergraduate and graduate education. Under the leadership of the Vice Provost for Educational Affairs, our units empower students to avail themselves of the full array of research, education, engagement and cultural offerings that inspire deeper levels of intellectual discovery and further academic pursuit.

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our benefit packages.

Minimum Qualifications

Bachelor's degree required with 1 year of responsible work experience in a higher education setting with competencies in the following areas: Strong verbal, written and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations including faculty, senior leadership, staff, and students. Proficiency with the Microsoft Office suite, specifically advanced

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knowledge of Outlook, Word, PowerPoint and Excel as well as experience with Adobe Acrobat. Must be exceedingly well organized, detail-oriented, flexible, possess a strong sense of accountability and be self-motivated. Must be able to work independently and exhibit good judgment. Proven ability to prioritize workload while ensuring multiple simultaneous projects are completed within expected deadlines.

Preferred Qualifications

Higher education experience in areas pertaining to degree auditing, course and curriculum development and general project management. Familiarity with SUNY and SED policies and processes as they pertain to proposing and revising curriculum at the undergraduate and graduate levels. Working knowledge of program and course-level assessment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact