

**LEAD COORDINATOR / CURRICULUM / COLLEGE OF
MEDICINE**
Central Michigan University

Direct Link: <https://www.AcademicKeys.com/r?job=262258>

Downloaded On: Sep. 10, 2025 1:57am

Posted Sep. 9, 2025, set to expire Jan. 6, 2026

Job Title	LEAD COORDINATOR / CURRICULUM / COLLEGE OF MEDICINE
Department	Office of Medical Education
Institution	Central Michigan University Mount Pleasant, Michigan
Date Posted	Sep. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Instructional Design/Technology Educational Technology Curriculum/Instruction
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Job Description

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LEAD COORDINATOR / CURRICULUM / COLLEGE OF MEDICINE

Position Number: S-3721

Position Summary:

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As a member of the Office of Medical Education team within the College of Medicine (CMED), the lead curriculum coordinator is responsible for overseeing the management and support of the online learning/curriculum management system (LMS) for the medical education program. This includes providing training and technical support to faculty, staff, and students across campuses, ensuring the accurate entry, maintenance, and archiving of curriculum data within the system. The lead coordinator also collaborates with various departments, such as the Office of Medical Education and the Office of Distributed Clinical Education, to enhance curriculum operations, student experiences, and clerkship processes. Additionally, this position is responsible for monitoring compliance with institutional policies, tracking performance metrics, training materials, system integrity, and supporting accreditation efforts.

Required Qualifications:

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Bachelors degree in education technology, administration, or another related field.

Four years of professional administrative experience in an area related to education or technology.

Experience using instructional applications such as learning management systems, lecture capture, and video conferencing.

Demonstrated ability to test, identify, and troubleshoot software and technical issues, write step-by-step instructions and video transcripts, and an ability to create videos and screen capture with narration.

Demonstrated ability to design and facilitate training sessions to meet the needs of faculty, staff, and/or students housed on and off campus.

Proficient in the use of Microsoft Office suite, including e-mail, Microsoft Excel, and other related software.

Demonstrated ability to work effectively with multiple and diverse stakeholders in a complex and ever-changing environment.

Demonstrated ability to accomplish assignments and projects independently, to work well as part of a team, and to exercise judgment in setting priorities.

Excellent customer service skills.

Demonstrated ability to problem-solve and develop creative solutions to challenging problems.

Demonstrated organizational skills with an attention to detail.

Ability to manage multiple projects, meet deadlines, and handle changing priorities.

Excellent verbal and written communication skills.

Ability to communicate effectively with students, faculty, and staff.

Ability to support faculty, staff, and student learning using academic technologies in face-to-face and virtual support situations.

Demonstrated understanding of curriculum organization and management.

Ability to perform essential functions of the position, with or without reasonable accommodation.

Preferred Qualifications:

Masters degree.

Experience in medical, educational technology, or other related higher education environment.

Proficiency in report development.

Familiarity with video conferencing applications.

Experience designing and reviewing best practices and procedures for departmental processes.

Knowledge of digital accessibility and ADA compliance.

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Duties & Responsibilities:

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Serves as the overall "super-user" for the online learning/curriculum management system (LMS). Provides training for faculty, staff, and students across all campuses on the proper use of the LMS and other educational technologies utilized in the curriculum/by faculty.

Creates a collection of general training materials (e.g., step-by-step guides, reference manuals, online modules, web-based templates, etc.) to be used by faculty and staff engaged in teaching, learning, and the use of educational technologies. This includes a collection of training materials to be used by students.

Serves as the main support person in CMED for all troubleshooting issues with the LMS and classroom technology for assigned courses.

Ensures the integrity of the medical education curriculum data in the system, critical for the delivery of the curriculum across all four years of the medical student program.

Responsible for entering, maintaining, and archiving the curriculum database within the LMS system.

Collaborates with the Office of Medical Education to develop and maintain the administrative operations related to the four-year medical student curriculum.

Provides data on curriculum for AAMC accreditation as needed.

Ensures compliance with institutional policies and guidelines regarding faculty, preceptors, and student accounts within the LMS.

Tracks key performance indicators and provides detailed, timely reports to the Office of Assessment and Evaluation, facilitating informed decision-making and support for course development.

Collaborates with the Office of Distributed Clinical Education to continually improve the clerkship process and student experience from a curricular and technological standpoint.

Maintains the administrative operations related to the four-year medical student curriculum, such as curriculum mapping of learning and program objectives.

Develops and completes regular auditing and verification processes and procedures.

Monitors, updates, and maintains accurate curriculum schedules in the LMS.

Monitors and maintains archives of teaching materials related to CMED educational activities across the four-year program.

Works regularly with course directors to improve the submission and quality of course materials.

Supports the in-person assessment process as needed, including serving as a chief proctor during examinations.

Travels to the Saginaw Campus as needed.

Actively participates in special programs including but not limited to orientation and MMIs.

Provides backup for other members of the curriculum team as needed.

Performs other duties as assigned.

Supervision Exercised:

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None.

Employee Group: Professional & Administrative -Hourly

Staff Pay Level:

Pay Range: \$23.00 - \$27.00 per hour

Division: Academic Affairs

Department: College of Medicine

Position Status: Regular

Position End Date:

Employment Status: Full-Time

FTE: 1.0

Position Type: 12 month

Weekly Work Schedule: Mon-Fri, 8:00 a.m. - 5:00 p.m. / weekends and evenings as needed

Location: 1200 S Franklin St, Mt Pleasant, Michigan, 48859

Posting Ends:

Open Until Filled: Yes

About the Department:

About CMU:

Central Michigan University has a more than 125-year legacy of preparing students to become leaders and changemakers in their communities and in their personal and professional lives.

We serve nearly 15,500 students on our Mount Pleasant campus, in satellite locations around the state and throughout the country, and through flexible online programs. Many of our approximately 300 undergraduate, masters, specialist and doctoral programs in the arts, media, business, education, human services, health professions, liberal arts, social sciences, medicine, science and engineering are nationally ranked for excellence.

CMU leads the nation in leadership development programming through our Sarah R. Opperman Leadership Institute, and we are proud to be among only 5% of U.S. universities in the top two Carnegie research classifications. Our faculty work with graduate and undergraduate students in areas such as Great Lakes research, medical innovation, engineering technology and more.

Central is home to 17 mens and womens Division 1 sports including football, basketball, gymnastics, baseball, wrestling and more. Our student-athletes achieve great success in competition and in the

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classroom, capturing Mid-American Conference championships and maintaining an average cumulative GPA of 3.17.

CMU is located in Mount Pleasant, a community that blends the best of small-town living with big-city amenities. Its part of the culturally varied and vibrant Great Lakes Bay Region that also includes Saginaw, Bay City, Midland and the states largest Native American community, centered on the Saginaw Chippewa Isabella Reservation in Mount Pleasant.

Area residents enjoy the mix of outdoor activities, cultural events, shopping and dining options, and family attractions. Other major Michigan destinations and attractions - Lansing, Grand Rapids, Detroit, Traverse City, wineries, beaches, golf and ski resorts, and many more - are within easy reach of the citys central location in Michigans Lower Peninsula.

CMU employees enjoy access to a nationally recognized wellness program along with health care and benefits that exceed regional, state and national norms.

CMU Leadership Standards:

Central Michigan University is a place where we value students and work for their success, where we act as family, and where employees are engaged, appreciated and have extraordinary opportunities to make a difference.

We intentionally maintain and strengthen the hallmark CMU culture that sets us apart from our peers by expecting CMU leaders and employees to model the following Leadership Standards and develop them within their teams.

Please review the [Leadership Standards](#) before applying for this position.

Message to Applicants:

Central Michigan University is dedicated to fostering an environment that is reflective of the communities we serve. We are especially interested in highly qualified candidates who will advance and promote CMUs mission, vision, and leadership standards.

You must submit an on-line application in order to be considered as an applicant for this position.

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Cover letters may be addressed to the Hiring Committee.

Applicants are strongly encouraged to submit letters of recommendation. If you wish to include recommendation letter(s) that are not required, please utilize the *Recommendation Letters* upload field.

To apply, visit <https://www.jobs.cmich.edu/postings/43591>

CMU is an Equal Opportunity Employer and institution. CMU does not discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight.

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If you wish to see "Know Your Rights " posters, please [click here](#).

CMU does not discriminate on the basis of sex in the education program or activity that it operates, including admission and employment, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a matter.

Inquiries about the application of Title IX can be made to CMUs Title IX Coordinator, the US Department of Educations Assistant Secretary, or both.

CMUs Title IX Coordinator can be reached at:

Phone: 989-774-3253

Office: 103 E. Preston St.

Bovee University Center, suite 306

Mount Pleasant, MI 48858

Email: titleix@cmich.edu

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Contact Information

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

Contact

Office of Medical Education
Central Michigan University

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