

**Job Title:****Curriculum Manager, College of Osteopathic Medicine****Job Description:**

Working under the direct of the Associate Dean for Academic Affairs the Manager will provide support for all curriculum staff functions and operations while carrying out the academic policies of the institution. As part of the College of Osteopathic Medicine Office of Academic Affairs, the Manager will assist in promoting the mission and values of the institution to the University community and build and maintain collaborative relationships that are essential to the success of the mission of the office. The successful candidate will be a strong manager of people who is ethical, collaborative, and professional with a data driven approach to problem-solving. The incumbent must have proven management, communication, presentation, leadership, and planning skills necessary to collaborate productively with a diverse group of staff, faculty, students and the community.

**Reports to:****Associate Dean for Academic Affairs****Classification:****Full-time, Exempt****Essential Duties:**

- Assist the daily Operations of the Office of Academic Affairs.
- Ensure effective communication and coordination between the Office of Academic Affairs and other educational units (Assessment Office, Simulation Center, Clinical Education, Educational Technology, and Office of the Student Affairs) to enable effective functioning of each unit.
- Support and oversee, as applies, the daily operations of the Office of Academic Affairs, including curriculum delivery logistics, tracking of faculty participation in curriculum, delivery of student exams, entry of electronic curriculum into learning management system (LMS), routine and special electronic communications with students and faculty, small group session management, room scheduling, badging, and data entry to support student assessment and curriculum evaluation.
- Mentor and direct the Academic Coordinators at the Office of Academic Affairs, which includes annual evaluations, quarterly coaching sessions, progressive discipline measures, job description management, recruiting, and onboarding as appropriate.
- Administer effective processes for collecting student data; oversee input and maintenance of accurate student grades and/or attendance, insuring adherence to FERPA and nationally recognized standards for student record keeping.
- Conduct performance evaluations of assigned staff and coach staff for success.
- Develop and set priorities for staff, working with the leadership team.
- Other duties as assigned.

**This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.**

**Qualifications:**

**Education**

- A Master's degree in administration, education, social sciences, healthcare administration, public administration, communications, information systems, or a directly related field from an accredited institution.

**Skills and Experience**

- Experience with integrated student information systems, curriculum management systems, and learning management systems. Competencies/Knowledge, Skills, and Abilities:
- Advanced proficiency with Microsoft Office Suite and database manipulation.
- Proven experience with using data as a rubric for analysis and assessment.
- Experience with the administrative process behind curriculum delivery.
- Comprehensive knowledge of medical college curriculum and the functions and structure of a medical college and the process of transitioning to graduate medical education.
- Experience with multiple modalities of electronic curriculum delivery and learning management systems (e.g. Brightspace, Blackboard, Examsoft, Intedashboard and likewise).
- Demonstrated ability to interact with highly educated professionals including physicians, PhDs, university faculty and staff as well as prospective applicants, current students and alumni.
- Proven ability to manage and inspire teamwork in achieving established goals.

**Salary:**

CHSU offers competitive wage and benefits packages and is an EEO employer

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **CURRICULUM MANAGER** in the subject field of the email.