

Specialist, Health Sciences Curriculum Instructional

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 20206

Job Series/Job Family: Workforce Education & Business Development Series / Exec Dean Health Sciences Family

Reports To

Dean, Health Sciences

Job Purpose

To assist department chairs in planning, developing, and evaluating the curriculum of Health Sciences Programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Serves as a resource to Health Sciences faculty with regard to addressing teaching issues.
2. Collaborates with faculty and coordinates with the Instructional Design Specialist to integrate technology into instruction.
3. Makes recommendations for instruction and curriculum developments.
4. Creates, coordinates, and implements professional development activities relative to curriculum and instruction for the Health Sciences faculty.
5. Acts as a liaison to the Grant Development Department.
6. Provides assistance to the Dean of Health Science and Department chairs regarding the identification of external funding sources, proposal and report writing, and monitoring the implementation of Health Sciences grants.
7. Assists Department chairs in responding to external program approval and accreditation standards, including periodic reporting documents, and self-study reports.
8. Participates in special projects as assigned by the Dean of Health Sciences.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Curriculum design and development.
- Program approval and accreditation standards.
- Technology used in teaching instruction.
- Current teaching issues faced in Health Sciences.
- Professional development activities relative to Health Sciences faculty.
- External funding sources and implementation of Health Science grants.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established, flexible work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

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- Serving as a resource to and collaborating with Health Sciences faculty.
- Making recommendations for instruction and curriculum improvements.
- Coordinating professional development activities for faculty members.
- Liaising with grant development staff and monitoring the implementation of grants.
- Gathering data, compiling information, and preparing reports.
- Effectively conforming to timelines and due dates.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years work experience teaching health careers programs.

Education

Required

- Master's degree in health science related field.

Other

Preferred

- Experience developing curriculum/curricula for post-secondary health science programs, writing grants and accreditation self-study reports, and/or management experience.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.