JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Curriculum Specialist

Job Code: 6680

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Assists with curriculum development and design of training materials. Researches course design and methodologies. Assists in preparing content for courses, conferences, and other events.

- Assists in researching and developing curriculum.
- Develops and revises training manuals, trainer guides, and other support materials for courses.
- Assists in preparation of content and format for courses, conferences, and other training events.
- Tracks curricula in all steps of development, revision, production, release, and promotion.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree in English, Communications, or related field.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of adult learning principles
- Ability to interact effectively with the university Staff and Faculty
- Demonstrated verbal and written communication skills
- Ability to format and edit
- Computer and research skills
- Ability to perform highly detailed work

Working Conditions

Physical:
Communicate effectively. Sit for prolonged periods. Engage in repetitive motion. Lift up to 25lbs. Use of computer.

Environmental:
Standard office environment.

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