Position: Curriculum Development Specialist  
Nonbenefited, misc wage, part time position

Location: University of Delaware, Division of Professional and Continuing Studies,  
Newark Campus at 501 South College Avenue

Posted: May 30, 2019
Deadline: Posted until filled (applications reviewed daily)

CONTEXT OF THE JOB:
The Division of Professional and Continuing Studies at the University of Delaware seeks a part-time Curriculum Development Specialist to support online course development for noncredit and credit courses. Under the general supervision of the Assistant Director, Digital Learning, the Curriculum Development Specialist collaborates with external and internal faculty to design and develop curricula for credit and noncredit online programs and courses. The Curriculum Development Specialist supports subject matter experts and instructors in establishing learning outcomes, activities, and assessments appropriate for synchronous and asynchronous distance learning.

PRIMARY RESPONSIBILITIES:
• Collaborate with faculty, instructors, subject matter experts, and other stakeholders in designing and developing online programs and courses in accordance with best practices for instructional design and learning theory.
• Provide guidance on online curriculum design, including scope and sequence, learning objectives, lesson plans, learning activities, resources, teaching strategies, student interaction methods, and evaluation techniques.
• Coordinate with stakeholders to establish program/course scope in order to develop project timelines and deliverables. Monitor course development progress and schedules.
• Collaborate with Educational Technology Consultant on technology requirements, course development, and implementation in learning management system (Canvas).
• Coordinate with multimedia specialist on production of video and/or graphics for online courses.
• Conduct quality review of online courses and provide feedback with recommendations.
• Serve in departmental or University committees, as assigned.
• Participate in professional development activities as needed or assigned by the supervisor.
• Perform miscellaneous job-related duties as assigned by the supervisor.
• Adhere to University of Delaware standards, policies and procedures.

QUALIFICATIONS:
• Master’s degree, preferably in Instructional Design, Instructional Systems Design, Educational Psychology, Curriculum and Instruction, or a related field, and a minimum of two years of related experience. PhD or EdD preferred.
• Experience designing courses and curricula for online higher education courses and programs. Experience teaching at the college or university level preferred.
• Knowledge of curriculum and course design frameworks (Understanding by Design, Universal Design for Learning) and requirements for online learning (accessibility, copyright).
• Strong organizational skills to coordinate multiple projects simultaneously with various internal and external stakeholders. Experience in project management preferred.
• Effective interpersonal and communication skills to work with internal and external stakeholders along with a comfort level working in an entrepreneurial environment in which self-direction is essential.
• Proficiency in Microsoft Office applications required with advanced knowledge of Excel (pivot tables, formulae). Proficiency with Google Suite applications and project management software (SmartSheets) preferred.
• Experience with quality review tools for online courses, such as Quality Matters or OLC scorecard, preferred.
• Ability to work effectively with a wide range of constituencies in a diverse community to analyze and solve problems.

Apply:
This is a part-time miscellaneous wage position with no University of Delaware benefits. The position is no more than 29 hours per week, as needed; schedule to be determined. Compensation is commensurate with experience and education. Please send a cover letter, resume, names of three references with telephone numbers and addresses to Aviva Heyn at aheyn@udel.edu. Review of applications will begin immediately and continue until the position is filled.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.

Statement of Responsibility:
The University of Delaware community values both personal and academic freedom. All members of the campus community have the personal responsibility to promote an atmosphere of civility in which the free exchange of ideas and opinions can flourish. We do so by learning from individual and collective differences and by respecting every human being.