UNIVERSITY OF SOUTHERN CALIFORNIA
Trojan Learn Curriculum Specialist

Job Code: 140015

Grade: 00
OT Eligible: No
Comp Approval: 5/20/2015

JOB SUMMARY:
Collaborates with internal central stakeholders, schools/departments and vendors regarding the development, revision, implementation, tracking and evaluation of curriculum and instructional design strategy and structure required to deliver content in online and/or blended employment training/learning environment for various employee constituencies served by Trojan Learn. This position assists with developing production priorities, timelines, release strategies, testing and support services for Trojan Learn users. This role participates in short and long-range planning, development of goals, objectives and actions plans for the Trojan Learn learning platform.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Partners with schools/departments, internal central stakeholders, and vendors regarding the development, revision, implementation and evaluation of curriculum required to deliver content in online and/or blended employment training/learning courses suitable for specific training requirements and learning outcomes for various employee constituencies served by Trojan Learn. Assists with design and revision of curriculum programs by providing direction to vendors based on school/department and internal central stakeholder needs and vision.

Participates in short and long-range planning for the Trojan Learn platform. Assists in developing goals, objectives and action plans for Trojan Learn programs and learning content libraries.

Identifies existing training/learning programs utilized by general industry and developed by vendors that would be applicable for delivery via Trojan Learn for various employee constituencies. Makes recommendations regarding usage of these programs.

Researches employment curriculum training/learning programs utilized by general industry and the university to identify gaps in Trojan Learn offerings. Works with clients to identify criteria and structures for utilization to bundle training/learning programs into specific categories/modules.

Assists with developing instructional design strategy guidelines for utilizing learning outcomes and other tools to analyze pedagogical needs of courses.

Collaborates with clients in identifying and assessing training needs for new and existing employees. Researches and reviews Trojan Learn program and offerings on a regular basis to identify competency gaps in learning program that may need to be addressed.

Works with others in developing production priorities, timelines, release strategies, testing and support services for Trojan Learn users.

Assists with Trojan Learn system administrative support.

Works with university schools/departments expressing interest in hosting training on Trojan Learn. Assists with prioritizing those school/department production plans.
Collaborates with others in the assessment and evaluation of instructional effectiveness and marketing of Trojan Learn and summarizes the findings and impact of training on employee skills for management. Assists with preparing assessment tools to measure training effectiveness. Provides feedback to program participants and management.

Assists with enhancing the Trojan Learn training structure(s) and procedures that streamline course design and/or implementation. Monitors and tracks the configuring of multiple versions of each online course to meet client needs.

Assists department computer technology staff with troubleshooting and research associated with learning management system and web design issues.

Maintains an updated curriculum database, employee training records and reports of outcomes.

Maintains currency with contemporary innovations, design and methodology, industry trends and pedagogical research.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- Yes: In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 years

**Minimum Field of Expertise:**
- Directly related experience in curriculum development, instructional design courses and/or online teaching in an educational or corporate environment. Working knowledge of learning management systems functionality, administration and reporting as well as web delivery tools. Familiarity with traditional and modern training methods and techniques. Demonstrated organizational, written and verbal communication, collaboration and analytical skills. Ability to multi-task and maintain attention to detail.

**Preferred Field of Expertise:**
- Certification such as American Society for Training and Development. Previous curriculum development, instructional design and/or online teaching experience in an educational environment.

**Skills: Other:**
- Analysis
- Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Curriculum development
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Research

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____________________________ Date: _____________________________
Supervisor: ___________________________ Date: _____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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