



Example of Curriculum Coordinator Job Description

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Our innovative and growing company is looking to fill the role of curriculum coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for curriculum coordinator

- Develop WPC 484 syllabus, course content and assignments to support student facilitator leadership development
- Facilitate online and on-ground sections of WPC 101 as needed
- Annually promote, interview, select and train 130+ student facilitators and 40+ staff facilitators
- Work with W
- Advise Online Student Advisory Council and implement programming ideas from student feedback
- Co-advise Online Business Student Association
- Create and distribute bi-weekly online student e-newsletter
- Develop programs that facilitate online student engagement
- Obtaining, organizing, developing and maintaining operational procedure manuals, guides, or course materials with the training and development team
- Assessing the operational training needs through surveys, interviews with employees, focus groups, or consultation with managers and supervisors

Qualifications for curriculum coordinator

- Excellent organizational and project management skills - preferably experience in advanced project management
- Ability to multi-task and complete work in required timelines
- Takes initiative to seek alternative approaches and solutions
- Computer and database proficiency

