



# Example of Curriculum Manager Job Description

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Our company is growing rapidly and is looking to fill the role of curriculum manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for curriculum manager

- Plan, execute and monitor curriculum projects
- Influence and maintain curriculum development processes
- Assists Departmental leadership on issues of curriculum creation and revision, including processing curriculum changes through the Faculty Senate approval system
- Monitor usage and progress by analyzing various program data
- Collaborate closely with corporate based implementation coordinators in securing and scheduling customer appointments
- Discovery, Ideation and Creation of User Research Curriculum expanding and adhering to an overall research methodology championed by USERLabs leadership
- As a part of USERLabs Leadership, collaborate to further develop UX methodologies and strategy that drive curriculum development
- Ensure that USERLabs Curriculum is accessible across multiple demographics
- Create ties between USERLabs and other professional organizations that reach a wide demographic of people
- Lead USERLabs teams in teaching USERLabs Curriculum and refine continuously

## Qualifications for curriculum manager

- Social media marketing expertise /Web development

- Working with and implementation of CRM systems suitable for global international schools
- A proven track record of meeting business needs/working to targets
- Being able to deliver confident, appropriate and engaging presentations