



Position Title: Part-Time Curriculum Assistant
Job Code: 8379
Reports To: Director, Computer & Engineering

Grade: W6
FLSA: Non-Exempt

Job Description:

The Part-Time Curriculum Assistant is responsible for a broad range of duties associated with supporting the activities of the Curriculum Director and Faculty, and in the preparation and development of course and program curricula for the School of Computer and Engineering Technologies.

Duties & Responsibilities:

- Assists in the writing of course competencies
- Prepares materials and forms according to College standards and requirements
- Collaborates closely with the Curriculum Director, Faculty, and other curriculum development team members
- Designs web pages using HTML and FrontPage
- Enhances courses and support materials using various technical applications
- Performs other duties assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Two years of college (60 credits) from a regionally accredited institution and two (2) years' experience in education, customer service, office work or related area
- Excellent oral and written communication skills required Knowledge of Microsoft Office applications
- Demonstrated ability to work independently with minimal supervision

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name