ASSISTANT FOR CURRICULUM DEVELOPMENT – Vincennes, IN

Part-time

Vincennes University's Office of Curriculum and Instruction is seeking applicants to fill the position of Assistant for Curriculum Development. This is a part-time staff position.

The position involves extensive data entry of curriculum and program data. The most qualified person for this position will have above average computer skill and technical ability, will be detail oriented, and will perform work accurately. The person hired for this position will be required to work directly with staff and faculty in person, virtually, by telephone, and by email.

Responsibilities include, but are not limited to, the following:

Office of Curriculum and Instruction responsibilities

- Assist with the review and maintenance of Curriculum and Academic Affairs minutes and various annual reports.
- Assist with the implementation of the EduNav Student Planner in developing advising rule templates.
- Assist with Catalog and Curriculum revisions and other work related to curriculum, using multiple systems and University software.
- Assist with maintaining a course inventory listing and providing annual summaries to academic units.
- Assist with organizing and preparing Curriculum documents for review.
- Assist with maintaining the student information system (Banner) regarding catalog information such as course descriptions, course requirements, and curriculum structure.
- Assist with other Curriculum and Instruction office duties as needed.

The person hired for this position must have excellent oral and written communication skills and must be able to handle a heavy workload in a fast-paced office environment. The individual must be a "team player" who works well with all areas of the University and must respect and protect the confidentiality of student academic records. The person hired for this position must be a self-starter, have good organizational skills, be able to handle multiple projects at one time, and be able to prioritize office responsibilities.

A minimum of an Associate degree is required; a baccalaureate degree is preferred. Prior experience with data entry on student information systems, knowledge of the University operations, and experience in an academic environment are preferred.

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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