This position (remote) will support the development of curriculum and assessment for the American InterContinental System consisting of 3 member institutions. Must have in-depth expertise with the rules and methods for developing curriculum based on innovative pedagogical practices, and will be responsible for ensuring consistency in curriculum methodology, standards, and framework across all schools and colleges within the system. Also, lead rules and standards for direct measures of student learning. This position is not a project or curriculum management position. Looking for experience and hands on in developing programs holistically based on clear rules and standards.

**Principal Duties & Responsibilities:**

- Establish curriculum rules, design standards, methodologies based on innovative pedagogies and best practices that result in high quality teaching and learning experiences
- Provides expertise on effective assessment methodology and direct measures of student learning; designing instruments, sampling student work, data analysis, and reporting for continuous improvement
- Work with university deans to establish standards for assessment and rubrics for curricular and co-curricular activities and program reviews
- Work with academic leaders to maintain Curriculum, Assessment, and other related handbooks across the system
- Collaborate with Course Development to ensure all new course development and revisions follow established standards across the system
- Work with university deans to help ensure consistent application and maintenance of system standards and methodologies across all programs
- Work with university deans to support subject matter experts to ensure application of curriculum development philosophy, understanding each institution’s culture and student demographics
- Support system-wide curriculum related initiatives and plans for academic affairs
- Work with university deans to create and maintain templates for program, course, and assessment development
- Work with the Deans to maintain all program related documentation
- Coordinates with shared services to ensure university’s curriculum requirements and timelines are met
- Support project management efforts for classroom changes across all schools
- Supports systematic planning and change within University System community by administering a comprehensive, continual, and multi-dimensional assessment program of student learning outcomes and evaluation of academic programs, collaborating with member institutions to integrate assessment and evaluation efforts, and aligning assessment activities and results with accreditation processes.
Provides professional leadership of the assessment process by communicating the purposes of student outcomes assessment, assisting departments and colleges in the development and delineation of assessment plans, assisting in the selection of appropriate measures and methods for assessing student learning outcomes, and analyzing and communicating results of assessments.

Ensure assessment measures can lead to reliability and validity.

Assists with, supports the IR department with the reporting of assessment activities and the evaluation of programs, supporting planning and budgeting decisions at the System level, and represents the System and its assessment and evaluation processes to external agencies.

**Education & Knowledge**

- Masters degree; preferably in education or related field.
- Three years or more of professional experience and leadership in higher education, at the director or dean level, specifically in the areas of online program and course development.
- Documented instructional design experience, specific to online learning.
- Documented curriculum development experience.
- Excellent communication, collaboration, project management, conceptual, organizational and analytical skills.

Link to apply: [http://phxc1b.rfer.us/CAREEREDdQ55MI](http://phxc1b.rfer.us/CAREEREDdQ55MI)

Or reach out directly at [rjennings@perdeoceoed.com](mailto:rjennings@perdeoceoed.com)