JOB OPPORTUNITY #1

Analyst V - SUPV
Director, Office of Curriculum Support
Dentistry Dean’s Office
University of California, San Francisco
Req. #: 40772BR

This position will be the Director of the Office of Curriculum Support, a comprehensive unit within the Office of Dental Education. The position is expected to partner with and support faculty in the development, implementation and evaluation of curriculum to improve the courses in the School, and to provide educational technology support for the academic departments and education units within the School of Dentistry. The primary responsibility of the Director is to fully manage all functions of the office, including supervising a team of staff to assure that quality services are provided ranging from user interface support and training for online course systems and assisting faculty in optimizing technology in the curriculum, to management of educational data for reporting and accreditation needs. The office serves as a shared resource for the academic departments in the School of Dentistry providing online learning environments, evaluation, survey and testing services, and educational data management and reporting, providing services to digital curriculum users throughout the School. The Director reports to the Associate Dean for Education and Student Affairs who is responsible for education, curriculum management, and student services.

The Director supports our online systems including the Collaborative Learning Environment (CLE), assists with content development, provides multimedia production and consultation services, provides computer-based testing services, and assists in the development of learning technology initiatives such as handheld applications and electronic portfolios. The Director takes a lead role in providing high-quality, prompt customer services to end-users, including help desk support and training on online curriculum support tools. The Director collaborates with the Ilios (curriculum management) system manager for the School of Dentistry to provide timely and high quality services with minimal overlap.

The Director also collaborates with the Center for Instructional Technology (CIT) in the library. The CIT supports Moodle and other campus online systems that are the principle delivery mechanisms for School of Dentistry online courses. The Director must interface effectively with CIT staff to support the online courses. The CIT also supports multimedia labs that are open to students, faculty, and staff for developing instructional technologies and provides advice for content development and training on the available technologies.
The Curriculum Support office assists faculty with syllabi preparation, course support, test preparation and grading, remediation, communication to students, teaching evaluations, course evaluations and the portfolio licensure examination. Software and interfaces includes articulate presenter, Ilios, CLE, ExamSoft, Moodle, Qualtrics, E*Value and our clinical software, AxiUm. The candidate will also perform other related duties.

For the full job description, go to http://www.ucsfhr.ucsf.edu/careers/