
Job Title	Curriculum Specialist
PVN ID	JJ-2205-004763
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Undergraduate Studies
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jul 04, 2022 (Or Until Filled)

General Description

The Curriculum Specialist supports development of transfer student focused curricular and co-curricular content to align learning experiences in humanities majors to the college's mission to educate for justice.

The Specialist is a member of the project team for the Humanities and Justice Transfer Project (HJTP), which will expand dual admissions degree programs and transfer student supports as a part of the CUNY Justice Academy. This project will enable John Jay College to increase the number of associate degree holders who transfer and earn bachelor's degrees in the humanities at John Jay. Project goals include: a) expansion of dual admissions humanities degree programs to four additional CUNY community college and b) continued development of transfer support incorporating culturally responsive practices to improve engagement with Black and Latinx transfer students' motivations, goals, and identities and c) curricular and co-curricular resource development sustain a robust and resilient transfer pathway to John Jay College's humanities baccalaureate programs from CUNY's community colleges.

Reporting to the Director of General Education and Educational Partnerships, the specialist will: support faculty in curriculum development and course alignment activities; review transfer focused co-curricular and transition support materials to ensure they are aligned with culturally responsive practices; contribute to documentation and dissemination related to transfer student learning and development; and contribute to upkeep of web-based resources connected to HJTP learning and project dissemination. The specialist may also teach one section of HUM 277, Humanities in Action, each semester.

Other Duties

- Design and facilitate development activities to enhance humanities faculty members' capacity to incorporate experiential learning and "applied humanities" strategies into the curriculum
- Develop an applied humanities multimodal instructional resource that addresses key justice issues of interest to students in collaboration with faculty

- Create teaching guides for an applied humanities course in collaboration with faculty
- Participate in development of training and activities to enhance culturally responsive approaches to transfer student transitions and academic success
- Participate in assessment activities to design and apply a Culturally Responsive Practices checklist
- Create content for humanities websites in collaboration with staff and faculty

Qualifications

Required Qualifications:

Bachelor's degree in the humanities or a related field

Preferred Qualifications:

1-2 years experience in curriculum development, faculty facing professional development, and/or teaching experience in a postsecondary environment and:

- Master's degree in a humanities discipline, teaching, higher education or related field
- Formal training or experience with applying constructivist, experiential, and student-centered approaches for teaching and learning to curriculum development
- Understanding of the challenges faced by a diverse college student population in an urban setting
- The ability to work independently and carry out complex assignments with great attention to detail.
- The ability to work collaboratively and coordinate with faculty and staff across multiple divisions.
- Excellent oral and written communication skills