



## JOB INFORMATION

<i>Job Code:</i>	140008
<i>Job Title:</i>	Teaching Center Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Instructional Systems Design
<i>Job Family Group:</i>	Instructional Design 1
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Supports the establishment, development, and evaluation of university-wide teaching initiatives. Establishes, provides, and enhances best practice standards for in-person and online teaching excellence to maximize learning across the university community. Researches, develops, and provides pedagogical strategies and frameworks for best-in-class instruction and course design, in alignment with university priorities. Designs and delivers large-scale faculty development programs and serves as a pedagogical specialist for discipline and other stakeholder groups, as assigned.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in pedagogically-based faculty development training, including group trainings and individual consultations on program and course design and instructional practices, specifically in higher education environment
X		Teaching experience as a faculty member (part-time or full-time) in the higher education environment
X		Formal training in instructional design.
X		Expertise in inclusive course design and instructional practices.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Competency with LMSs (e.g., Blackboard and Canvas), and video conferencing (e.g., Zoom).
X		Competency in creating video-based and written pedagogical guidance resources.
X		Excellent attention to detail and verbal, written, presentation, customer service skills.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supports the development, establishment, and evaluation of university-wide teaching initiatives with evidence-based recommendations. Serves as a central pedagogical specialist for faculty and staff. Researches, develops, and provides central training and customizable resources for teaching development and best practices, and rigorous, criterion-based tools for evaluating teaching.				
Serves as a discipline specialist (i.e. Arts & Humanities, STEM, Social Science, or Clinical Education) to assigned schools, departments, and/or faculty. Analyzes academic programs, courses, and stakeholder input to inform recommendations for program/course alignment, program/course design, and instructional strategies. Provides actionable strategy, framework, and ongoing support for best-practice solution implementation. Provides recommendations and guidance, aligned with faculty, program, school, and university priorities and discipline-endorsed pedagogy, to schools, departments, programs, faculty and/or staff for online, face-to-face, and/or blended instruction.				
Conducts training needs assessments and provides instructional sessions for stakeholders based on individual or group needs (i.e., large-scale university-wide faculty development institutes, school-based seminar series, online modules, workshops, and small group or individual consultations). Researches, develops, distributes, and provides training for customized resources. Recommends and implements new central strategies or services based on school-based needs assessment trends and pedagogical research. Convenes, leads, and facilitates university-wide school instructional designer advisory group to align school and university pedagogical support efforts, and facilitate the exchange of innovative instructional design ideas, research findings, and applications.				
Provides modeling, demonstrations, training, consulting, and basic support for the use of the university-supported learning management systems, video conferencing platforms, and other university-supported e-learning tools. Plans, creates, and uploads training resources using multimedia authoring tools. Researches current trends in emerging educational technology.				
Researches current trends, issues, and developments in instruction, program/course design, and innovative pedagogies. Engages in professional development and conducts research, presents, or publishes on innovative faculty development, instructional, and program/course design practices.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

