

JOB INFORMATION				
Job Code:	140008			
Job Title:	Teaching Center Specialist			
FLSA Status:	Exempt			
Supervisory:	May oversee student, temporary and/or casual workers.			
Job Family:	Instructional Systems Design			
Job Family Group:	Instructional Design 1			
Management Level:	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 an pedagogical specialist for discipline and other stakeholder groups, as assigned.

JOB QUALIFICATIONS:

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Req	Pref	Degree	Field of Study	
Χ		Master's degree		

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
Χ		5 years		

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
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
Χ		Teaching experience as a faculty member (part-time or full-time) in the higher education environment
Χ		Formal training in instructional design.
Χ		Expertise in inclusive course design and instructional practices.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
Χ		Competency with LMSs (e.g., Blackboard and Canvas), and video conferencing (e.g., Zoom).
Χ		Competency in creating video-based and written pedagogical guidance resources.
Χ		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: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	 Date

This job description describes the general nature and level of work required by the position. It is not intended to be an allinclusive list of qualifications, skills,

duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.