Job Description
(Co-) Director of Curriculum Services
Institute for Continued Learning
Willamette University

- The Director of Curriculum Services shall exercise general oversight over the Academic Curriculum, which is the organization’s primary purpose. This will include oversight over all matters related to the planning of the class schedule and physical operation of the class sessions.

- A Co-Director of Curriculum Services may stand for election at the Annual General Meeting of the ICL membership, if approved by the Nominating Committee and the ICL Board. If it is determined that a Co-Director is preferred, it is imperative that the Executive Director of the Board and the two co-directors agree on an operational model (i.e. Director/Assistant Director; Fall Semester/Spring Semester Directors, etc.)

- The Curriculum Director(s) may delegate duties as they see fit.

- Curriculum Planning:
  - Potential speakers are solicited with the help of a Curriculum Committee and interested individual ICL members. A rough guideline shall be approximately 1/3 outside speakers, 1/3 Willamette U staff or instructors and 1/3 ICL member presentations.
  - A Curriculum Committee consisting of ICL members will be formed to suggest topics and contact appropriate speakers. Meetings of this committee are scheduled at least once a semester and as needed. The committee should consist of members with a wide range of academic interests to assist in obtaining a balanced liberal arts curriculum. The Director of Curriculum will see that academic fields that are underrepresented on the committee get consideration on the schedule.
  - The Curriculum Committee will plan the ICL field trips in conjunction with ICL member volunteers to ensure the academic nature of the activity.
  - The Curriculum Director and the Curriculum Committee need to pay special attention to the fact that since inception Willamette views us as a component of their Academic Program. (It would be easy to “take our eye off the ball” as we rush to fill the schedule with meaningful activity. It is with that in mind that past Curriculum Chairs and Committees have been very careful to avoid becoming a “travel club for seniors” or “seniors service club.”)

- Daily Program Details:
  - Makes arrangement for program venue: Ford, Kaneko, Cone Chapel, Montag Den, Hudson Hall, Smith Auditorium, etc. This is done through Willamette scheduling contact Marylee Lannan (503) 370-6623.
bullet Makes parking reservations for outside speakers at the Shepard Parking Reservations web form: Visitor/Guest Parking is available on the corner of Winter and Bellevue Streets. This facility is under the auspices of the campus Safety office.
bullet Makes arrangements for needed A/V equipment: wireless mikes, document camera, cable adapters, etc.
bullet Makes arrangements for additional room furnishings as needed by the presenters: additional chairs, tables, etc.
bullet Arrives at program site with enough lead-time to make sure the room is ready and that the presenter is greeted and assisted as needed.
bullet Makes time for announcements before the scheduled presentation; introduces the presenter when there is no sponsor to do so.
bullet Maintains order during the presentations. Ensures that lighting is adequate and that the sound is comfortable, moderates the Q & A sessions with consideration for both the audience and presenter as per ETIQUETTE FOR QUESTION TIME DURING ICL CLASSES (Item 18 in Membership Policies and Procedures), and calls for breaks as needed.
bullet Provides any assistance necessary to speaker.
bullet Makes sure that the A/V equipment is shut down at the end of the day and that the room is left in good order. Returns equipment to WITS.

○ Responsible for good communication with ICL Board President, Co-director, Communications Director, Financial Officer, Curriculum Committee members and membership.

○ Accepts Willamette University and ICL policy and procedures as communicated by the ICL Board President.

○ Maintains regular communication with the Co-director and Director of Information Services so that the program is accurately scheduled and communicated to the ICL membership in a clear and timely manner.

○ Encourages, facilitates and assists as needed.

(Sample documents available for the above duties.)