

**Job Description:**  
**Director(s) Curriculum Services**

**Willamette University Institute for Continued Learning**

The Directors of Curriculum Services shall exercise general oversight of the Academic Curriculum. This will include management of all matters related to the planning of the class schedule and coordination with other board members.

- The Directors are members of the ICL Board and attend monthly meetings and ad hoc meetings as called. The Directors share a single vote on matters before the board that require a vote. Monthly oral reports are given to the board.
- The Directors work closely with the University Support Services regarding room reservations and parking permits for presenters.
- The Directors coordinate with the Director of Financial Services regarding presenter honoraria, reimbursement of field trip expenses, and payment of other expenses as approved by the board.
- The Directors provide the completed data to the Director of Information Services regarding posting the class schedule from Google sheets to the ICL website as well as announcements to the membership regarding the schedule and/or Curriculum Committee news.
- The Directors coordinate with the Director of Technical Services regarding all audio-visual needs for curriculum presentations.
- The Directors will chair the Curriculum Committee made up of ICL members who volunteer to serve to recommend and sponsor speakers and topics that comply with the academic standards of Willamette University. CC members should be chosen who represent a wide range of academic interests to assist in obtaining a balanced Arts and Sciences curriculum.
- The Directors will be responsible for seeing that all academic areas get consideration on the schedule and that there is a reasonable balance of speakers between ICL members, outside presenters, and Willamette University faculty and staff.
- The Curriculum Committee will oversee the work of the Field Trip Coordinators in planning one field trip per term that is consistent with the goals of ICL.
- The Directors and the Curriculum Committee will pay special attention to the fact that Willamette University views us as a component of their academic program. The CC will avoid scheduling topics that do not meet the academic standards of Willamette University and which are consistent with the Curriculum Operations Manual.
- At the end of each semester, the Directors and the Curriculum Committee will review the scheduled programs to determine the balance of subjects and the type of presenters (ICL members, outside presenters, and Willamette University faculty and staff).
- Directors shall periodically seek input from ICL members to gauge satisfaction with the curriculum and to solicit suggestions.