Adjunct Instructor – Strategic Analytics Course

a. Program/Course Specific Qualifications for the Current Open Position

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<tr>
<th>Job Summary</th>
<th>Teach a 10-week distance learning graduate course at least once a year, in the Strategic Analytics degree program.</th>
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<td>Relevant Course(s):</td>
<td><strong>RSAN110: Business Intelligence, Analytics and Decision Making</strong></td>
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| Subject Matter Qualifications | ● Minimum of 2-3 years experience in the field of data management using various data tools for analysis, visualization, integration, and development as applied to Big Data  
● Requires a broad knowledge of Big Data tools and techniques, and the challenges each is designed to address  
● Previous experience teaching a college level or conducting professional training is preferred but not required |

b. General Qualifications:

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<tr>
<th>Job Title</th>
<th>Graduate Professional Studies, Adjunct Instructor</th>
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| General Job Responsibilities for GPS Adjunct Instructors | Depending on a specific course's needs:  
● Review/refine a course syllabus to include instructor-specific contact information and course policies.  
● Modify an existing course syllabus as necessary to realize revised course and weekly outcomes, following program chair guidance.  
● Develop a course syllabus for a new course, following our syllabus template and course standards.  
Develop online content and other course materials in support of course and weekly outcomes, including:  
● Content that supports and enhances required readings for the course; includes the author's experiences and perspectives on key points; aligns with the associated weekly objectives and outcomes.  
● Assignments/assessments that demonstrate the course and weekly outcomes.  
Create/refine the course site in the learning management system, LATTE (Moodle), following GPS course site standards. |
Deliver the online course consistent with the corresponding Rabb School / GPS Online Course Standards.

- Participate actively in the online discussions: sharing experiences and perspectives; probing students with questions that require critical thinking skills; highlighting key learning points; answering student questions.
- Provide relevant and timely feedback on submitted student work, including participation.
- Compile and report grade-related information to students and administration.
- Inform and discuss student issues with GPS staff members as applicable.

Adhere to all GPS Instructor policies and procedures, as defined in the Instructor Handbook.

Participate in regular instructor meetings, face-to-face and/or virtually, and contribute to process improvement efforts, including the regular self-evaluation of course outcomes, assessments, and their alignment.

### General Skills for GPS Instructors

- Strong interpersonal skills when relating to students
- Effective written communication skills, including the abilities to:
  - Convey complex topics in one's subject-matter to others
  - Project a professional and appropriate online tone
  - Moderate online discussions to promote in-depth engagement in course topics
  - Provide useful feedback to students via their graded work

### General Qualifications for GPS Instructors

- Masters degree or above in related field preferred
- At least 2-3 years experience in related field
- Teaching experience preferred
- Online teaching and/or learning experience preferred