Brandeis University’s Graduate Professional Studies (GPS) is looking for an industry leader to develop and teach in our Project and Program Management Master’s Program. Brandeis University is consistently ranked among the nation’s top universities, and our online courses are developed using best practices in online learning. Information about Brandeis University and Graduate Professional Studies can be found online.

About the course:
**RPJM 118: Procurement and Contract Management** is an elective in the Masters in Project and Program Management Program. This course covers the procurement process in depth, including concepts, principles and ethics, pricing methods, awards, and all phases of contract administration from both the seller and buyer perspectives.

General topics to be covered include:
- Development of bids and requests for proposals
- Capabilities and use of various types of contracts and pricing mechanisms
- Outsourcing (including market investigation, key risks, requirements definition and evaluations using performance based service agreements)
- Evaluation and use of contract information systems

At the end of the course, students will be able to:
- Describe the fundamental elements of a contract, including basic terms and conditions; specify scope and measure contract performance management; develop effective terms and conditions for contract review; choose the right contract type for a given situation; identify and manage contract risk
- Develop and analyze Request for Proposals

**Qualified candidates will have Subject Matter Qualifications in the following areas:**
- Required:
  - Current active employment in the Project Management field or industry directly related to the course subject
  - Minimum of 4-6 years of experience as a Project Manager in a professional environment
  - Strong knowledge of different project management methodologies and frameworks (waterfall, SDLC, Agile, etc.)
  - Advanced skills in project procurement and contract management
  - Advanced skills in using procurement and contract management tools, such as contract performance management, RFP development, ITB analysis, vendor/supplier management, etc.
  - Strong knowledge of the PMI project management standards
  - PMP certification preferred
  - Excellent written communication skills and enthusiasm for teaching
- Preferred:
  - Teaching experience preferred; online teaching or learning experience preferred

**General responsibilities include:**
- For new courses requiring development:
  - Design a syllabus following program chair guidance and the syllabus template
o Create content that aligns with course outcomes and offers the author’s experiences and perspectives on key points
• For all courses - develop and deliver the course according to our teaching standards, which include actively facilitating online discussions, providing relevant and timely feedback on student work, reporting grades, and discussing student issues with staff
• Create or refine and facilitate the course site in the Moodle learning management system

General skill requirements include:
• Strong interpersonal skills when relating to students
• The ability to communicate effectively in writing, including conveying complex information and promoting in-depth engagement on course topics
• The ability to devote adequate time to courses, including responding to students and providing meaningful feedback in a timely manner

About the Masters in Project and Program Management Program:
Students in the Project and Program Management Program learn how to manage stakeholders, lead teams and deliver projects to successful completion. Upon graduation, they are equipped with successful techniques for planning, estimating, budgeting, negotiation, conflict resolution, and communications management. The Project and Program Management program curriculum is consistent with PMI’s Project Management Body of Knowledge (PMBOK®). It integrates understandings of business functions and challenges at various levels of corporate operation.

All GPS Masters courses are 10-weeks long and taught asynchronously in the online learning environment with no set days or times for interaction.

About GPS Faculty:
GPS Faculty instructors are active practitioners in the industries that align with our programs and have the professional expertise to bring to course discussions and threads. Instructors are part time and work fully online, with no requirement to appear on campus. Our faculty have earned at least a master's degree with many holding terminal academic degrees and industry-specific credentials. Previous experience teaching online is not required; GPS offers a comprehensive training program for qualified applicants.

How to apply:
GPS welcomes applications for its adjunct faculty pool on an ongoing basis. The application process consists of the online application and, if subject matter qualifications are met, a series of interviews at the discretion of the Program Chair and Director of Program Development. Complete your application online.