a. Program/Course Specific Qualifications

<table>
<thead>
<tr>
<th>Job Summary</th>
<th>Teach a 10-week distance learning graduate course at least once a year, in the Technology Management degree program.</th>
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</table>
| Course(s)   | Strategic IT: Operational Strategy (RMGT102)  
Principles of Business Continuity Planning (RMGT180) |
| Subject Matter Qualifications | Strategic IT: Operational Strategy (RMGT102)  
• Minimum of 10 years experience working in an Information Technology organization at a manager level.  
• Strong understanding of challenges and opportunities from the perspective of the Chief Information Officer - including technology road maps, strategy, sourcing, IT budgeting, role of the CIO, implementations, government regulation, and effectively managing IT’s information management.  
• Experience with key operational issues and core capabilities required to deliver IT services.  
Principles of Business Continuity Planning (RMGT180)  
• Minimum of 10 years experience working with business continuity planning in an organization.  
• Experience with risk management, business impact analysis, project management, disaster recovery, emergency response planning, and crisis communication.  
• Strong understanding of the leadership role in coordinating, assessing, developing & communicating recovery environment requirements and contingency plans to protect the organization in the event that technology resources are unavailable due to an unforeseen disruption. |

b. General Responsibilities, Skills and Qualifications

<table>
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<tr>
<th>Job Title</th>
<th>Graduate Professional Studies, Adjunct Faculty</th>
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</table>
| General Job Responsibilities for GPS Adjunct Faculty | Depending on a specific course's needs:  
• Review/refine a course syllabus to include faculty-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 Faculty policies and procedures, as defined in the Faculty Handbook.

Participate in regular faculty 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 Adjunct Faculty**

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.

Time management skills:
• Faculty must be able to devote adequate time to courses, communicating timely feedback, engaging regularly in discussions, and responding to student correspondence in a timely manner.

**General Qualifications for GPS Adjunct Faculty**

• Master’s degree or above in related field preferred.
• At least 5 years of experience in related field.
• Teaching experience preferred.
• Online teaching and/or learning experience preferred.