## A. PROGRAM / COURSE SPECIFIC QUALIFICATIONS FOR CURRENT OPENINGS

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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 Project &amp; Program Management degree program.</th>
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| Relevant Course(s) | 1. RPJM103: Project Scheduling and Control  
2. RPJM113: Negotiating and Conflict Resolution  
3. RPJM125: Project Management in Biotech and Pharmaceuticals |
| Subject Matter Qualifications | General qualifications  
- Minimum of 4-6 years of experience as a project manager in a professional environment  
- Solid experience with waterfall, agile and hybrid project frameworks  
- Strong knowledge of the PMI project management standards  
- Experience with a wide range of project management tools and techniques  
- Excellent written communication skills and enthusiasm for teaching  

1. **Project Scheduling and Control**  
   - Requires 2-4 years of experience with project scheduling and control  
   - Previous experience teaching a college level course or conducting professional training is preferred

2. **Negotiating and Conflict Resolution**  
   - Requires solid knowledge of negotiation methods and techniques  
   - Requires strong conflict resolution skills in a professional setting  
   - Previous experience teaching a college level course or conducting professional training is preferred

3. **Project Management in Biotech and Pharmaceuticals**  
   - Requires extensive knowledge of project management in the biotech and pharmaceuticals industries, including every phase of drug discovery  
   - Requires 2-4 years of experience as a project manager in biotech and/or pharmaceuticals  
   - Previous experience teaching a college level course or conducting professional training is preferred |
## 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 |
| **General Skills for GPS Instructors**  | ✔ Strong interpersonal skills when relating to students  
  ✔ Effective organizational and 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  
  ✔ Excellent time management skills  
    - Instructors 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 Instructors** | ✔ Bachelor’s degree required; Master’s degree preferred  
  ✔ 3-5 years equivalent experience in related field  
  ✔ Teaching experience in a university environment  
  ✔ Online teaching and/or training experience preferred |