

Adjunct Instructor – Strategic Analytics Course

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

Job Summary	Teach a 10-week distance learning graduate course at least once a year, in the Strategic Analytics degree program.
Relevant Course(s):	<u>RSAN110: Business Intelligence, Analytics and Decision Making</u>
Subject Matter Qualifications	<ul style="list-style-type: none"> • 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:

Job Title	Graduate Professional Studies, Adjunct Instructor
General Job Responsibilities for GPS Adjunct Instructors	<p>Depending on a specific course's needs:</p> <ul style="list-style-type: none"> • 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. <p>Develop online content and other course materials in support of course and weekly outcomes, including:</p> <ul style="list-style-type: none"> • 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. <p>Create/refine the course site in the learning management system, LATTE (Moodle), following GPS course site standards.</p>

	<p>Deliver the online course consistent with the corresponding Rabb School / GPS Online Course Standards.</p> <ul style="list-style-type: none"> • 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. <p>Adhere to all GPS Instructor policies and procedures, as defined in the Instructor Handbook.</p> <p>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.</p>
<p>General Skills for GPS Instructors</p>	<p>Strong interpersonal skills when relating to students</p> <p>Effective written communication skills, including the abilities to:</p> <ul style="list-style-type: none"> • 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 <p>Time management skills</p> <ul style="list-style-type: none"> • 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
<p>General Qualifications for GPS Instructors</p>	<ul style="list-style-type: none"> • 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