

## ADJUNCT INSTRUCTOR

### User-Centered Design Course Cluster

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

<b>Job Summary</b>	Teach a 10-week distance learning graduate course at least once a year, in the User-Centered Design degree program.
<b>Relevant Course(s):</b>	One or more of the following: <ol style="list-style-type: none"> <li>1. <b>RUCD 101</b> – <a href="#">Innovation and User Centered Design</a></li> <li>2. <b>RUCD 120</b> – <a href="#">Cognitive and Social Psychology of User Centered Design</a></li> <li>3. <b>RUCD 130</b> – <a href="#">Information Architecture</a></li> </ol>
<b>Subject Matter Qualifications</b>	<p><b>General qualifications</b></p> <ul style="list-style-type: none"> <li>• Strong knowledge of emerging trends in the field of user centered design</li> <li>• Excellent written communication skills and enthusiasm for teaching</li> <li>• At least a Master’s degree in HCI or related field and 10 years of experience working in user experience design</li> </ul> <p><b>2. <u>Innovation and User Centered Design</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrated via case studies the ability to foster innovation through user centered design processes.</li> <li>• Understanding of the constraints of various software development practices for performing UX work and history of devising effective strategies to ensure understanding of user needs and iterative processes that validate the user experience.</li> </ul> <p><b>3. <u>Cognitive and Social Psychology of User Centered Design</u></b></p> <ul style="list-style-type: none"> <li>• Ideally has a background in cognitive science, behavioral neuroscience, or social psychology with ability to translate and leverage that knowledge for application to interface design and usability best practices.</li> <li>• Familiarity with common usability heuristics and performing expert reviews on interfaces.</li> </ul> <p><b>4. <u>Information Architecture</u></b></p> <ul style="list-style-type: none"> <li>• Familiarity with applying organizational techniques involving the development of user flows, sitemaps, taxonomies, and content audits.</li> <li>• Experience performing card sorts with users to aid in developing and refining labels and structure for websites and apps. Experience optimizing interfaces for efficient Information retrieval and processing</li> </ul>

#### B. GENERAL QUALIFICATIONS:

<b>Job Title</b>	Graduate Professional Studies, Adjunct Instructor
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<p><b>General Job Responsibilities for GPS Adjunct Instructors</b></p>	<p>Depending on a specific course's needs:</p> <ul style="list-style-type: none"> <li>• Review/refine a course syllabus to include instructor-specific contact information and course policies.</li> <li>• Modify an existing course syllabus as necessary to realize revised course and weekly outcomes, following program chair guidance.</li> <li>• Develop a course syllabus for a new course, following our syllabus template and course standards.</li> </ul> <p>Develop online content and other course materials in support of course and weekly outcomes, including:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Assignments/assessments that demonstrate the course and weekly outcomes.</li> </ul> <p>Create/refine the course site in the learning management system, LATTE (Moodle), following GPS course site standards.</p>
<p><b>General Skills for GPS Instructors</b></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"> <li>• Convey complex topics in one's subject-matter to others</li> <li>• Project a professional and appropriate online tone</li> <li>• Moderate online discussions to promote in-depth engagement in course topics</li> <li>• Provide useful feedback to students via their graded work</li> </ul> <p>Time management skills</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>
<p><b>General Qualifications for GPS Instructors</b></p>	<ul style="list-style-type: none"> <li>• Master's degree or above in related field</li> <li>• At least 5-10 years experience in related field preferred</li> <li>• Teaching experience in a university environment preferred</li> <li>• Online teaching and/or learning experience preferred</li> </ul>