

CCAPS empowers lifelong learners to achieve their educational goals through professional courses, applied and individualized degrees, and other academic pathways. We pursue a learner-centric environment where diverse ideas, backgrounds, and identities are embraced.”

## Professional Development Measuring and Improving Work Processes Instructor

### POSITION DESCRIPTION

The Measuring and Improving Work Processes Instructor is a temporary (per course), contractor position, for our Professional Development and Lifelong Learning Programs. Compensation is paid on a per course basis, and will be responsible for teaching the Measuring and Improving Work Processes course.

The Measuring and Improving Work Processes course is fully online and taught via synchronous instruction utilizing Zoom. Courses are 12 hours in total length, delivered over 3 consecutive days for 4 hours each day. Exact dates and times are assigned by the University, but with flexibility provided for the instructor’s schedule.

Instructors are responsible for developing their own curriculum that meets course outcomes, descriptions, and guidelines provided by the University of Minnesota. Instructors are expected to create engaging courses that use the best practices of adult education and online learning. This includes pursuit of the following pedagogical vision:

1. Connecting new information with the stories, mental maps, and related knowledge from learners’ previous experiences helps them make sense of and retain new information.
2. Active engagement with content, like creating solutions and applying concepts through activities that simulate the real world, helps learners develop usable knowledge, skills, and abilities.
3. Iterative application of concepts with rich feedback helps learners develop competency.
4. Assessments that simulate real world application of knowledge, skills, and/or abilities provide more accurate demonstrations of learning outcome achievement.

Instructor compensation is \$2600 for a 12 hour course.

About the College of Continuing and Professional Studies

In CCAPS you’ll find a flexible, hybrid work environment and supportive colleagues who are committed to empowering lifelong learners to achieve their educational goals in a learner-centric environment where diverse ideas, backgrounds, and identities are embraced.

# College of Continuing & Professional Studies

UNIVERSITY OF MINNESOTA

CCAPS has a large and diverse portfolio of program offerings, including bachelor's and master's degrees, professional development offerings for practitioners, pre-college programs for high school students, English language programs, and lifelong learning for personal enrichment. Across all the work done in and by CCAPS, we strive daily to live our core values of Access, Learning, Inclusivity, Collaboration, and Excellence.

## MAJOR RESPONSIBILITIES

### **Course Prep** **25%**

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1. Develop curriculum, including learning activities, using outcomes and guidelines provided by CCAPS
2. Create course materials using University of Minnesota guidelines and branded templates
3. Meet development due dates and submit curriculum and materials as requested for review by CCAPS staff
4. Review course evaluation feedback and improve curriculum and instruction based on that feedback.
5. Update materials based on feedback from CCAPS staff and learners
6. Occasionally meet with CCAPS staff to review feedback from course evaluations
7. Keep materials and curriculum up-to-date

### **Live Instruction** **60%**

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1. Prepare for Zoom sessions
2. Facilitate courses in Zoom as scheduled by the department

### **Administrative** **15%**

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1. Attend required trainings provided by CCAPS staff
2. Attend bi-yearly instructor meetings
3. Submit invoices in a timely manner

## QUALIFICATIONS

### **Required**

Minimum Credentials: Bachelor's degree

Minimum Professional Experience: 4 years of work experience in business process improvement

### Knowledge, Skills, and Abilities

- Deep knowledge of the course subject matter
- Ability to explain concepts in ways that help others learn
- Ability to facilitate an online learning environment using best practices for online learning
- Ability to facilitate discussions and learning activities that both encourages and helps learners develop knowledge, skills, and abilities
- Strong verbal and written communication skills
- Demonstrated knowledge & skills in DEI in higher education &/or classroom instruction

### **Preferred**

Preferred Credentials: Master's degree in a field related to the subject matter

Preferred Professional Experience: 6+ years of work experience related to the subject matter

Preferred Teaching Experience: 2+ years teaching adult learners in live online contexts

Preferred experience developing or teaching a non-credit business process improvement course

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UNIVERSITY OF MINNESOTA

To Apply

- Send a cover letter and resume to [hahne009@umn.edu](mailto:hahne009@umn.edu).