

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 Project Management Instructor

The University of Minnesota's College of Continuing and Professional Studies is looking for project management professionals to teach for our Project Management Certificate.

The Project Management Instructor position is a temporary (per course), contractor position, for our Professional Development and Lifelong Learning Programs. The Project Management Instructor will be responsible for teaching one or more of the below courses in the Project Management Certificate (depending on interest and expertise):

- Project Management Foundations
- Project Initiation
- Project Planning
- Project Execution, Monitoring, and Control
- Project Risk Management
- Project Leadership

The Program Management INstructor will teach non-credit courses online via Zoom. Courses are 6-12 hours in total length, delivered in half-days over 2-3 consecutive days. Courses are non-credit and the audience is adult learners in the workforce. Exact dates and times are assigned by the University, but with flexibility provided for the instructor's schedule.

Duties include:

- developing their course 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.
- teaching live synchronous courses via zoom
- attending bi-annual instructor meetings and trainings
- keeping curriculum up-to-date to industry standards
- reviewing course evaluations with CCAPS staff and applying updates to curriculum based on feedback

- engaging learners

Instructor compensation is \$1300 for a 6 hour course, and \$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.

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%**

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%**

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

Administrative **15%**

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 Project Management or related work

Knowledge, Skills, and Abilities

1. Deep knowledge of the course subject matter
2. Ability to explain concepts in ways that help others learn
3. Ability to facilitate an online learning environment using best practices for online learning
4. Ability to facilitate discussions and learning activities that both encourages and helps learners develop knowledge, skills, and abilities
5. Strong verbal and written communication skills
6. 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 writing course

To Apply

Send a cover letter and resume to hahne009@umn.edu.