

College of Continuing & Professional Studies

UNIVERSITY OF MINNESOTA

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 Writing Policies and Procedures Instructor

CONTRACTOR DESCRIPTION

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

The course is fully online and taught via synchronous instruction utilizing Zoom. Courses are 6 hours in total length, delivered half-days over 2 consecutive days. 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 \$1350 for a 6 hour course.

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 Qualifications

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1. Bachelor's degree and at least 4 years of professional experience related to the subject matter
2. A demonstrative skill & commitment to DEI
3. Deep knowledge of the subject matter related to the course outcomes
4. Strong verbal and written communication skills
5. Demonstrated ability to explain concepts in ways that help others learn
6. Demonstrated ability to provide feedback that both encourages and helps learners develop knowledge, skills, and/or abilities.

Preferred Qualifications

1. Master's degree and at least 6 years of professional experience related to the subject matter
2. Experience teaching adult learners in both live and asynchronous contexts
3. Demonstrated ability to assess student achievement of course learning outcomes
4. Past experience teaching similar courses as non-credit professional development courses

To Apply

- Send a cover letter and resume to h-pede1@umn.edu