

VACANCY ANNOUNCEMENT

Position Title: Grants Management Part-Time Faculty

Department: Curriculum Products and Services

Announce Date: September 1, 2021

Closing Date: Open

SUMMARY:

Founded in 1921, Graduate School USA (GSUSA) is an independent, not-for-profit educational institution based in Washington, DC, offering workforce training and services across the U.S. and around the world. The organization is a leading provider of professional development and training courses for the federal government and private sector, serving organizations and individuals with programs designed to support organizational missions, career and occupational development, and the personal ambitions of adult learners. GSUSA's courses and programs are delivered by instructors with real-world government experience, including customized training solutions, distance education, and leadership training.

Key Duties and Responsibilities:

- Perform part-time faculty duties to teach students in specialized area of subjects.
- Prepare and deliver presentations on specialized subjects to students in person, and on virtual training platforms.
- Complement faculty presentations with supportive educational materials.
- As needed, develop lesson plans, special assignments, and projects for students.
- Ensure stimulating classroom learning experiences to students.
- Answer and respond to students' questions on the subject.
- Presents assigned class material in accordance with established learning objectives that are developed by the department.
- Utilizes a variety of instructional strategies to engage students, including cooperative and experiential learning.
- Ensure compliance of GSUSA guidelines and processes.

Required Knowledges, Skills and Abilities:

- Comprehensive grasp on his or her specialized subject area in both classroom and a variety of virtual platforms.
- Demonstrates excellent written and verbal communication skills.
- Exhibits a commitment to promoting academic excellence in students.
- Able to motivate others.

- Ability to solve problems and assess results.
- Demonstrates a high level of self-discipline and self-motivation.
- Exudes a positive, supportive, and cooperative disposition toward others.
- Punctual and detail-oriented with a demonstrated ability to perform assigned tasks.

Minimum Qualifications:

- Grants professionals including GS-1109s, who manage, supervise, lead, or perform administrative business, policy, and analytical work involving: (1) the management, award, and/or obligation of funds for grants, cooperative agreements, and other related instruments and services such as discretionary and mandatory grants, using financial, administrative, business and negotiation procedures; (2) the competitive or non-competitive evaluation of grants proposals; and/or (3) the administration or termination, and/or closeout of grants and/or grants assistance and agreement awards.
- Working knowledge of laws, regulations, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards; grants/assistance management processes and techniques consistent with sound business and industry practices; and financial methods, procedures, and practices to assess the financial stability of recipient of Federal grants or cooperative agreements.
- Experience in successful classroom presentation and instruction
- Experience in developing high quality professional course materials including Participant Guides, Instructor Guides and PPT presentations
- Associate in Arts Degree or Higher

For a category listing of courses within the Grants Management curriculum, please [click here](#).

Interested applicants must submit a resume and cover letter for consideration to curriculum@graduateschool.edu. If you have questions about the position, please email or call Steve Van Rees (steven.vanrees@graduateschool.edu; 202-314-4712).

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