



VACANCY ANNOUNCEMENT

Position Title: Instructor, Federal Human Resources Management--Intermittent

Department: Federal Human Resources Management Curriculum

Announce Date: September 1, 2021

Closing Date: Open Continuously

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:

- Serve as part-time, intermittent faculty teaching Federal Human Resources Management classes both in person and on a variety of virtual delivery platforms.
- Deliver presentations on technical federal HR subject matter to students in person, and on virtual training platforms
- Present assigned class material in accordance with established learning objectives that are developed by curriculum departments.
- Utilize a variety of instructional strategies to engage students
- Identify course revisions and/or updates as necessary.
- Ensure compliance with GSUSA guidelines and classroom administrative procedures.

Required Knowledges, Skills and Abilities

- In depth subject matter expertise in his or her specialized subject area.
- Effective written and verbal communication skills.
- Commitment to ensuring student success in achieving learning outcomes.
- Ability to motivate others.
- Ability to solve problems and assess results.

- Demonstrated experience in successful classroom management and instructional techniques to effectively convey job knowledge to students' learning outcomes.
- Ability to stay current and updated in his/her subject matter.
- Comfort using Microsoft Office Suite and virtual training platforms.

Minimum Qualifications:

- Minimum of five years of professional experience in Federal Human Resources Management working as an HR practitioner and/or HR manager in one or more of the following areas. This experience would be ideally-but not exclusively-in the GS-200 occupational group:

Recruitment, Staffing and Placement: Qualifications Analysis, Job Analysis/Assessment, Examining for both GS and FWS positions; DEU, and Behavioral Event Interviewing.

HR Processing and Analysis: Processing Personnel Actions, SCD calculations, and Veterans Preference application.

Classification: Position Classification, Position Management, PD development, and FLSA.

Federal Pay Setting

Employee Relations, Conduct, and Performance Management

Federal Labor Relations

Employee Benefits Administration and Workers Compensation

Strategic Human Capital Management and Workforce Analysis/Planning

Equal Employment Opportunity, including Diversity and Inclusion

Employee Development and Training

Personnel Suitability and Personnel Security

Employee Retirement

For a list of courses within the Federal Human Resources Management curriculum, please click here: <https://www.graduateschool.edu/content/hr>

Interested applicants must submit a resume and cover letter for consideration to curriculum@graduateschool.edu.

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