



VACANCY ANNOUNCEMENT

Position Title: Instructor

Curriculum Area: Program & Management Analysis

Position: 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.

Graduate School USA is currently seeking instructors to teach in the Program & Management Analysis curriculum.

Key Duties and Responsibilities:

- Deliver instructor led courses for public/open enrollment sessions and custom sessions at client locations in person, and on virtual training platforms.
- Facilitate assigned course material and manage classroom activities in accordance with established Graduate School USA objectives
- Complement provided course material with supportive knowledge and experience
- Perform all faculty duties, including preparing and delivering training, managing attendance, assessment and close out activities for each class
- Facilitate engaging and stimulating learning experience for learners
- Develop special assignments, lessons and projects for learners, as appropriate
- Utilize a variety of instructional strategies to engage learners, including cooperative and experiential learning
- Respond appropriately to questions and comments from learners
- Ensure compliance with all Graduate School USA guidelines and processes

Required Knowledges, Skills and Abilities

- Comprehensive understanding of curriculum area
- Excellent written and verbal communication skills
- Ability to emotionally assess the needs of learners and respond appropriately
- Ability to solve problems, assess results and outline appropriate course of action
- Demonstrated ability to facilitate classroom instruction and perform assigned tasks
- Comfort using computers and entering data into student information system
- Comfort using Microsoft Office suite and virtual training platforms.

Minimum Qualifications:

- 7+ years professional experience in a technical or analytical role
- 3+ years direct experience training/providing classroom instruction to adult learners
- Bachelor's Degree (Masters' Degree preferred)
- Self-disciplined and self-motivated
- Positive, supportive and cooperative disposition toward others
- Punctual, accountable and detail-oriented
- Commitment to promoting academic excellence

For a list of courses within the **Program & Management Analysis** curriculum, please click [here](#).

If interested, please submit a resume and cover letter for consideration to curriculum@graduateschool.edu.

Graduated School USA is an Equal Opportunity Employer: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Age, Genetic Information, Disability, Protected Veteran Status, or any other legally protected group status.