Career-Relevant Instruction and Curriculum Specialist, UAS 1694
Center for Effective Teaching and Learning (CETL)

Salary Range: $56,316 - $69,600

Work Schedule: This is full-time, exempt position; Monday – Friday, hours to be determined. This position is eligible for benefits. This is a temporary appointment expiring on or before September 30, 2025 with the possibility of renewal, contingent upon availability of funds.

Essential Functions: This position reports directly to the Executive Director of the Center for Effective Teaching and Learning (CETL). The incumbent will work in a fast-paced and lively team environment to help grow CETL's educational development programming and reach in the emerging area of career-relevant instruction. Incumbent will draw on current research about the knowledge, skills, and dispositions employers are seeking from college graduates to create faculty professional development focused on building career-relevance in the classroom. Working with the leadership team for this project, Éxito! Building Student Support and Faculty Quality (a Title V grant from the Department of Education), and liaising with faculty and academic departments across disciplines, the incumbent will play the lead role in developing and delivering a career-relevant certification program (“career-engaged departments”). Incumbent will also adapt some components of the program so that academic coaches and tutors at the Center can deliver it for Academic Success (CAS). Incumbent will engage, motivate and communicate with faculty and be successful in helping faculty translate academic outcomes into career-relevant outcomes. Incumbent will be responsible for planning and monitoring this program, reporting on progress, providing design documents that help the leadership team make informed decisions, and apprising stakeholders. The incumbent will promote a scholarly approach to teaching and learning. Assists with course-level curriculum as well as program-level efforts.

Required Qualifications & Experience: An advanced degree and at least two years of college teaching, or career/workforce development experience. Strong customer services skills and the ability to maintain professionalism when consulting with faculty clients. Excellent knowledge of adult learning theory. The candidate possesses excellent analytical reasoning and problem solving, writing, and proofreading skills. Experience using academic technology tools (e.g., Camtasia, Zoom, Turnitin, clickers, ePortfolios, Google Apps, Qualtrics, etc.) in teaching and learning environments. Proficiency with the Microsoft Office suite and Outlook. Demonstrated knowledge of and skill in providing consultation and creating plans and programming to enhance teaching and learning at the course, program, and/or curriculum levels. Excellent oral and written communication skills, interpersonal skills, and facilitation skills. Ability to exercise mature judgement, diplomacy, discretion, and maintain confidentiality. Ability to understand and apply university, local, state, and federal policies and procedures, as applicable. Ability to work independently, occasionally with minimal supervision. Excellent organizational and time management skills. Demonstrated commitment to an institutional mission dedicated to the success of a diverse, non-traditional, first-generation student population. Demonstrated ability and/or interest in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who may apply for the position.

Desired Qualifications: Experience with project management, program management, and/or cost-benefit analysis. Experience with curriculum mapping in post-secondary settings. The competitive candidate will also be familiar with an emerging literature on career-readiness outcomes, including occupational self-efficacy and job-crafting behavior. Knowledge of academic department dynamics and adult motivation to learn and can synthesize these into faculty programming. Demonstrated ability to work well under pressure and engage in multiple tasks simultaneously. Previous experience with online or hybrid courses as an instructor or learner. Previous experience designing and/or teaching courses in all modalities. Demonstrated knowledge and skill in the use, integration, and/or application of learning technology in course design.

The person holding this position is considered a "mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

Review of applications will begin October 14, 2020 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law.

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