

University of Washington Tacoma

KeyBank Professional Development Center

Position Description – Part-time Extension Lecturer

The University of Washington Tacoma KeyBank Professional Development Center fosters a diverse, prosperous and connected community through access to professionally-relevant courses and certificate programs for individuals, businesses and public organizations. Our center supports the university's mission to catalyze the social and economic vitality of the South Puget Sound region.

UW Tacoma KeyPDC has an outstanding opportunity for a **Part-time Extension Lecturer** within its **Project Management program** for the academic year 2017/2018. Course design will be coordinated with the lead instructor in the Project Management program and Program Development Manager to ensure program cohesion.

The course, **Project Management**, typically **meets once per week in the evenings for 4 hours for 10 weeks**.

Actual course dates, times and location TBD.

Instructional hourly rate and/or course development rate TBD

Note: As an employee of UW Tacoma any materials developed for this course will be considered a "work for hire" and may be copied, used, or adapted in this or future classes. To the extent that the course materials contain preexisting work, UW Tacoma and KeyPDC will be granted a perpetual, non-exclusive right to those materials, and understand that those materials may be used and adapted by either KeyPDC, the UW Tacoma, or its instructors in the future.

Hourly Instruction rate includes:

- Develop and modify lesson plans and presentation materials for the full course,
- Teach all in-person class sessions on the scheduled weekday evening and location, which includes approximately 3-5 hours a week outside of class sessions, for lesson preparation, student interactions, and grading,
- Respond to student inquiries and provide feedback on student work in a timely manner,
- Coordinate with other instructors in the program, including attending existing courses, to ensure that curriculum aligns,
- Adjust and adapt instruction based on student and UW Tacoma feedback, and implement sound pedagogical practices,
- Teach with minimal supervision while maintaining high standards of professionalism, punctuality, and content relevance for adult students in an online environment,
- Interact with individuals from diverse cultural and socioeconomic backgrounds.
- Participate in at least one 60-minute information session (via web conference or in person) during the recruiting season and one instructor team meeting per year.

REQUIREMENTS

- Bachelor's degree from an accredited university,
- At least 7 years of hands-on management-level experience as a project manager
- At least 3 years of experience as a management consultant and/or professional instructor within the last 5 years,
- PMP-certified and a member in good-standing of the Project Management Institute,
- Excellent interpersonal, oral, and written communication skills,
- Legal authorization to work and receive compensation in the United States.

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Desired:

- Master's degree or higher in a relevant field,
- Prior teaching in an academic setting, particularly with adult learners at a university level,
- Experience teaching online using Canvas or other learning management software
- *Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

ADDITIONAL POSTING INSTRUCTIONS:

To apply for this position, you must submit:

* Cover Letter explaining your interest in the position and describing how you meet the minimum and special qualifications and requirements of the position

* Current Resume or Curriculum Vitae

* Two Letters of Recommendation

* Proof of PMP Certification

Please send to Christopher Cellars, Program Development Manager at ccellars@uw.edu

UW Tacoma KeyPDC will provide:

- Sample course outlines and course outcomes
- Guest Lecturer suggestions from the advisory committee
- A team to support the full course development process

Course Description:

The Project Management Certificate provides a comprehensive overview toward successful project implementations. The ten week course is highly interactive and energetic and will include a combination of lecture, Q&A, group exercises, and tests to evaluate knowledge transfer. Key tenets of good project management practice is excellent communication, empowering leadership, strong people skills, a firm and consistent management style, combined with experience and wisdom.

Course Outcomes:

- Understand project management terminology, processes, tools and techniques.
- Identify the different project management methodologies.
- Apply the phased-based templates for the phases of a project.
- Document, communicate, and handle team challenges during a project.
- Create a project health report for budget, schedule, scope, and quality.
- Apply project management processes and techniques in the workplace.

[The University of Washington is an equal opportunity, affirmative action employer.](#)