



Professional Development Facilitator (Contract) - Remote

The Professional Development Facilitator is responsible for the facilitation and execution of highly engaging workshops aimed at improving external faculty's ability to build and facilitate online courses. This role will provide quality instruction, advising, and maintain high standards of academic excellence in all aspects of working with faculty from other universities.

- **Essential Duties & Responsibilities:**
 - Facilitate synchronous professional development workshops for external universities
 - Engage and relate to faculty participants who are looking to improve their online course and teaching
 - Demonstrate effective techniques to increase student engagement and outcomes
 - Respond to participant questions about online teaching, pedagogy, and best practices
 - Navigate the Canvas learning management system
 - Grade participant assignments and track attendance
 - Maintain adequate participant records
 - Work effectively with a team, including Instructional Technologists, LMS Technologists, Lead Facilitators, Instructional Designers, and Managers
 - Provide feedback to improve workshop experience
 - Maintain and monitor compliance in accordance with SEI policies and procedures, accreditation standards, state, and federal rules and regulations
 - Other responsibilities as assigned
- **Education:**
 - Master's degree coursework required
- **Work Experience:**
 - At least 2 years of online teaching and/or facilitation. For internal candidates, evaluations from students and supervisors will be considered.
- **Job Skills:**
 - Self-motivated and highly organized
 - Ability to embrace technological and pedagogical methodology changes
 - Proficient in learning management systems (Canvas preferred)
 - Fluent in cloud based applications, such as Google Doc, Sheets, Office 365, etc.
- **Other:**
 - Access information and webcam using a computer
 - Access to reliable internet that can handle video conferencing during sessions.
 - Effectively communicate, both up and down the management chain.
 - Effectively cope with ambiguous situations.
 - Strong mental acuity.
 - Regular, dependable attendance and punctuality are essential functions of this job.
 - Other essential functions and marginal job functions are subject to modification.

- **Workshops & Materials:**
 - SEI offers the following 3 workshops that facilitators lead:
 - FAC101: Creating and Facilitating Online Courses
 - FAC102: Teaching Online for Faculty
 - FAC201: Advanced Online Student Engagement
 - All materials needed to help a facilitator prepare are provided by SEI, including a Facilitator's Guide, PowerPoint Slides, and a course shell in Canvas.
- **Time Requirement:**
 - The work occurs across 5 weeks—including approximately 4 hours of onboarding and 16 hours of facilitation, preparation, grading, and checking-in with the manager—for an estimated total of 20 hours of work for one section of faculty participants. This time estimate may vary based on the facilitator's experience in the field and preparation needed.
 - Included in this time are synchronous sessions that the facilitator teaches. There are two 1-hour synchronous sessions per week, either on Monday and Wednesday or Tuesday and Thursday, typically between 11am and 5pm E.S.T.
 - For example, a facilitator might teach on Mondays and Wednesdays from 11am-12pm E.S.T.
- **Payment:**
 - Contractors are paid a flat rate.
 - Facilitating one section of a course for the first time: \$1,000
 - Facilitating an additional section of a course that the facilitator has already previously facilitated or is currently facilitating: \$800
 - Substituting for a facilitator for an individual session: \$100-200