

## Course Facilitator

The Office of Digital Education in the College of Engineering and Applied Science seeks a diligent and hardworking graduate student to help support online engineering management courses on the Coursera platform for its new [Master of Engineering in Engineering Management \(ME-EM\) degree](#). The successful applicant will be working on an online master's degree program at the intersection of engineering, technology, and business.

The inaugural 2022-2023 Course Facilitator hire will involve a mandatory onboarding session in August, prior to the Coursera Fall 1 session start date of August 22<sup>nd</sup>. Attendance at bi-weekly team meetings and monthly workshops are required. Candidate is expected to at least continue their service into the spring and summer sessions. Stipends, in addition to salary, will be provided for each term completed.

We seek one qualified applicant. Hours are flexible. Participation in meetings and workshops required. This position is about 10 hours/week, pays \$25/hr, and three \$1000 stipends over the academic year.

### Required Skills:

- Preferably have completed the EMEN 5015, 5020, 5030, and 5050 courses with a B or better
- Substantial knowledge of the assigned courses
- Time management and organizational skills
- Good problem-solving and communication skills
- Ability to work with students, faculty, coordinator, lead, and co-course facilitators

### Roles:

- Complete the onboarding course on Coursera, and familiarizing with the Coursera and Salesforce platforms. (ProctorU platform if necessary)
- Beta test the new courses (if applicable)
- Send announcements and adding messages in the discussion forums
- Regular and timely communication with Lead Course Facilitator
- Hold office hours to address students' queries
- Regularly monitor Salesforce and respond to them in a timely manner
- Monitor the private (for-credit) session discussion forums and the QA thread of public (non-credit) session
- Monitor feedback and ratings of both private (for-credit) and public (non-credit) sessions
- Edit and update course content on Coursera as needed
- Complete the peer reviews at the end of the session as needed
- Assess plagiarism cases
- Aggregate feedback and provide a report to the instructor
- Perform grade verification as needed
- Update facilitator bio and the office hour links each session

- Set up a meeting with the instructor at least once per session to update them on feedback and discuss how to make the course more successful/ interesting
- Work on any task assigned by the lead facilitator or manager in a timely manner

Time commitment:

- Ideal candidate will begin onboarding, training, and beta testing new courses June 1, 2022
- August Onboarding+ will be during the week prior to the Fall 1 session (August 22-October 14)
- All courses run in 8-week sessions from:
  - 8/22-10/14 (Fall 1 Session)
  - 10/17-12/9 (Fall 2 Session)
  - 1/16-3/10 (Spring 1 Session)
  - 3/13-5/5 (Spring 2 Session)
  - 5/8-6/30 (Summer 1 Session)
  - 7/3-8/25 (Summer 2 Session)

To apply:

Send resume and cover letter (and transcripts, if possible) to [Abby.Rose@colorado.edu](mailto:Abby.Rose@colorado.edu) by end of business hours, June 10<sup>th</sup>. Hire decision will not be made until after this date.