MS-DS Course Facilitator Position (graduate hourly)
Salary $25/hr

The Data Science Program seeks diligent and hardworking graduate students to support the development and launch of online courses on the Coursera platform. These courses cover topics across data science, computer science, statistics, and others. The successful applicant will be working on a ground-breaking online degree program at the intersection of data science and education.

This is an open position, and we are seeking qualified applicants to fill multiple spots. The position will support published and live courses as course facilitators. Hours are flexible and can range from 10-20 hr/wk. Position begins approximately 1 month before the start of each 8-week session (see the session calendar), during which time facilitators will be expected to complete a Pre-Launch review of the course(s) they will facilitate and familiarize themselves with the course material. Optional continuation from session to session based on job performance.

Responsibilities for this position will include...
Pre-Launch Review (New Courses)
- Reviewing course content (including videos and readings) for accuracy and consistency
- Completing graded and ungraded assessment exercises (including derivation, calculation, and some programming) to ensure accuracy
- Providing clear and actionable feedback on course content and assessments

General
- Communicate regularly with Lead Course Facilitator, Course Coordinator, and individual faculty members, project managers, and other program stakeholders Course facilitation
- Active monitoring of and engagement with student discussion forums
- Hold regular online office hours
- Regular review of flagged course items, flagged exam proctoring, student support questions, and other course maintenance tasks
- Responsible communication and escalation of student issues to the Lead Course Facilitator in a prompt and timely manner

Skills and competencies
Required
- Subject matter expertise around assigned courses
- Strong time management and organization skills and the ability to work independently
- Strong English written and verbal skills, especially over email
- An enthusiasm for learning new systems, both technical and non-technical
- Ability to solve problems independently and creatively
- Ability to work well with faculty, staff, and students from around the world

Preferred
- Familiarity with the Coursera, Salesforce, and ProctorU platforms
- A background in teaching and learning, online education, and/or data science
- Familiarity with software that may include web-based website creation/maintenance, video/image editing, and cloud-based documents/spreadsheets
- Basic knowledge of scripting languages (i.e., markup languages (i.e., XML)
- Successful completion of one or more of R, Python, Perl, PHP, JavaScript

To apply, please fill out the questionnaire on the DS website, and upload a one-page resumé, and a cover letter detailing relevant experience, and an unofficial academic transcript. Applications will be considered according to the timeline listed on the DS website.