

2025-2026 Course Facilitator Cohort Position Description

The Data Science Program in the College of Engineering and Applied Science seeks diligent and hardworking graduate students to help support online data science courses on the Coursera platform for the Master of Data Science (MS-DS) degree. The successful applicants will be working on online master's degree programs at the intersection of engineering, technology, and business.

Course Facilitator hires will complete a mandatory onboarding session prior to session start. Working hours are flexible and this position is **fully remote** with exceptions of some required meetings and events throughout the year. These positions are **10 hours/week**, pay starts at **\$25/hr**. Mandatory training will be held in late April 2025, positions will begin in early May 2025. Please indicate availability on the application form. Priority will be given to applicants that are available through spring 2026 sessions.

*this position is not currently available to students who live outside the United States

Required Skills:

- Subject matter expertise of all assigned courses
- Familiarity with programming languages (R, Python, Java, Shell Script, Kotlin, JavaScript, scripting languages)
- A background in teaching and learning, online education, and/or data science
- Efficient Time management and organizational skills
- Good problem-solving skills and communicative skills
- Ability to help the students, from around the world, with any issues pertaining to the course
- Ability to work with faculty, coordinator, engineering and lead facilitators
- Ability to solve problems independently and creatively

Roles:

- Complete the onboarding course on Coursera, familiarize yourself with the Coursera and Salesforce platforms (ProctorU platform if necessary), and become well-versed in your assigned courses.
- Beta test the new courses (if applicable)
- Send announcements and adding messages in the discussion forums
- Regular and timely communication with lead facilitators
- Hold office hours to address students' queries
- Regularly monitor Salesforce and respond to student emails 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 manual grading at the end of the session as needed
- Assess plagiarism cases
- Perform grade verification at the end of each session
- Update programmed messages, facilitator bio, office hour links, and perform other setup tasks each session
- Work on any task assigned by the facilitator leadership team in a timely manner

Coursera Session Dates:

- **Summer 1 Session:** May 5, 2025 - June 27, 2025
- **Summer 2 Session:** June 30, 2025 - August 22, 2025
- **Fall 1 Session:** August 25, 2025 - October 17, 2025
- **Fall 2 Session:** October 20, 2025 - December 12, 2025
- **Spring 1 Session:** January 12, 2026 - March 6, 2026
- **Spring 2 Session:** March 9, 2026 - May 1, 2026