



SPECIAL ASSIGNMENT POSITION DESCRIPTION

DISTANCE EDUCATION PEER SUPPORT LEADS FOR FALL 2020 (FIVE POSITIONS)

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:

The leads will provide peer support for online pedagogy and teaching strategies. They will participate in online, peer-led, drop-in support for faculty to discuss online instructional ideas and or problems. Leads will provide some scheduled training topics mixed with drop in discussions and question and answer sessions. Leads will be experienced online educators with some formal distance education training.

REPORTS TO: Dean of Academic Affairs (SBS & FA, ECE, DE, Curriculum & Scheduling)

SAMPLE DUTIES AND RESPONSIBILITIES:

- Offer three (3) hours per week of scheduled drop in support via Zoom.
- Respond to faculty pedagogical questions via email or drop in sessions.
- Prepare specific online pedagogical trainings (i.e. moderated quizzes, increasing online footprint while decreasing time spent, etc.)

DELIVERABLES EXPECTED:

- Monthly reports to dean, including time and effort reports.
- Three (3) hours per week of scheduled drop in support via Zoom.
- One or more specific online pedagogical training.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- At least one year of teaching online using Canvas.
- Preparation and development of at least one online course.
- Formal training in online pedagogy.

TERMS OF APPOINTMENT:

- The assignment will be from October to December 2020.
- Time commitment is expected to be at least 3 hours per week.
- Compensation will be a stipend of \$1,800, paid at the end of the assignment.
- Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (max. 1 page).
1. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
2. Deadline for submission is Tuesday, October 6, 2020, at 12:00 pm.