



Part-Time Course Builder

Urban College of Boston is seeking a part-time course builder to work remotely assisting with building online courses in Brightspace. In this role, you will work with faculty subject matter experts and instructional designers to assemble high-quality online courses, with a focus on ensuring exceptional, inclusive learner experiences.

Requirements:

- Bachelor's degree required. Master's degree in education, general studies, human services or business, preferred
- Fluency with online course building techniques and experience using Brightspace LMS
- Excellent attention to detail and ability to work efficiently to tight deadlines
- Strong communication and collaboration skills for working remotely with team members
- Bi-lingual in English plus one or more of the following, Spanish, Portuguese, Mandarin or Haitian Creole, is a plus

Duties and Responsibilities:

- Build new courses with content, assessments and other media provided by faculty subject matter experts (SMEs) and instructional designers, including uploading documents, populating rubrics, creating files, pages and assessments in Brightspace;
- Maintain excellent communication with assigned faculty SMEs and online learning staff;
- Complete all required trainings by required deadlines including, but not limited to, Learning Management System (Brightspace) and Microsoft Teams trainings;
- Carry out other related duties as assigned by the Manager of Online Programs and Faculty Development.

Hours and Compensation: 15-18 hours per week at \$32/hour. Position is contingent on funding and the needs of the College, currently funded through June 2024. Presently, this role is remote; however, the institution retains the right to transition into a hybrid format as deemed necessary.

To Apply: Interested applicants should submit a: 1) cover letter and 2) resume. Applicants should use their cover to address how they meet the position requirements and their interest in instructional design at UCB. Applicants should add a link to an ID portfolio in the cover letter if available. The cover letter may be addressed to Chitra N. Javdekar, Ph.D., Interim Vice President for Academic Affairs and Workforce Development Please submit your application materials via email to hr@urbancollege.edu

About Urban College of Boston

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Urban College of Boston (UCB) is a 501(c) (3) non-profit organization and is accredited by the New England Commission of Higher Education (NECHE).

UCB opens new pathways to opportunity through individualized, supportive, and multilingual education that prepares a diverse community of learners to pursue career advancement and transform their lives. UCB grants Associate of Arts degrees in Early Childhood Education, General Studies, and Human Services Administration, and offers seven certificates.

Chartered in 1993, UCB has long served an ethnically- and racially- diverse student body. Several UCB students attend college part-time, while working full-time and raising a family. Classes are offered in online asynchronous, online hybrid, or in-person formats. UCB offers several classes in English, Spanish, Mandarin, Portuguese, and Haitian Creole.

Urban College of Boston is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. If you require alternative methods of application or screening, please contact us directly at hr@urbancollege.edu.