

Marketing Essentials Instructor: Pre-College Programs Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=209680>

Downloaded On: Dec. 4, 2023 4:50am

Posted Apr. 25, 2023, set to expire Dec. 31, 2023

Job Title	Marketing Essentials Instructor: Pre-College Programs
Department	University College
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 25, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Marketing Entrepreneurship
Job Website	https://apply.interfolio.com/124356
Apply By Email	
Job Description	

Position Overview

The [Tufts Gordon Institute](#) (TGI) is currently seeking a Program Instructor to teach in our 2-week [Marketing Essentials](#) program as part of the Tufts University College (UC) Pre-College Programs. This program is designed to give high school students the opportunity to learn marketing concepts and strategy that they can apply to their own lives and future careers. Through the program, students will participate in immersive and experiential sessions on Tufts Medford campus.

Time Commitment

The position will begin in March 2023 for pre-instruction planning. The 2-week program will occur over

Marketing Essentials Instructor: Pre-College Programs Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=209680>

Downloaded On: Dec. 4, 2023 4:50am

Posted Apr. 25, 2023, set to expire Dec. 31, 2023

the dates of Monday-Friday, July 23 - August 4, 2023 from 9AM-5PM with specific instruction dates and timings to be determined. The Program Instructor can expect to work an average of 5-7 hours per month between March - June for pre-program planning, including regular meetings with the Program Lead. During the 2-week program, the Program Instructor should expect to work approximately 35-40 hours per week to instruct and/or facilitate several of the program sessions.

Program Dates and Time: July 23 - August 4, 2023 (2 weeks), Monday-Friday 9AM-5PM

Program Planning: 5-7 hours/month March-June (these hours can be completed remotely on flexible days/times)

Program Instruction: 35-40 hours/week over the program dates (these hours must be completed in-person on the Tufts Medford campus)

Responsibilities

As Program Instructor, your duties include, but are not limited to:

Program Planning

- Curriculum: collaborate with the program lead to develop and refine the program curriculum
- Schedule: collaborate with the program lead to set the daily schedule and activities

Program Preparation

- Materials: identify any library materials or other content and resource needs of the program
- Systems: set up the systems needs of the program such as Canvas, Zoom, etc.

• Program Instruction

•

Marketing Essentials Instructor: Pre-College Programs Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=209680>

Downloaded On: Dec. 4, 2023 4:50am

Posted Apr. 25, 2023, set to expire Dec. 31, 2023

Delivery: instruct assigned sessions

- Student coaching: coach students in all activities
- Student support: assist students who are struggling with course content and proactively support them as needed
- Evaluation: suggests improvements, needs, hazards and recurring trends to Program Lead for further evaluation

Compensation

The total compensation for this Program Instructor position, inclusive of all planning and instruction time, is \$8,800.

Qualifications

Required:

- Experience/familiarity with entrepreneurship in an education, training, or own life context
- Strong interpersonal, communication, and customer service skills (written and verbal)
- Ability to work with students of diverse backgrounds, academic profiles, and skill levels
- Passion for learning and education

Preferred

Marketing Essentials Instructor: Pre-College Programs Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=209680>

Downloaded On: Dec. 4, 2023 4:50am

Posted Apr. 25, 2023, set to expire Dec. 31, 2023

- Experience designing or implementing curriculum
- Proficiency and previous experience with using Microsoft Office Suite, Zoom, and/or other platforms for in-person, virtual, and hybrid event management
- Previous experience working with high school aged students

Application Instructions

Required: Cover letter and Resume

Letter of Recommendation (*Required for advanced undergraduate student applicants only; optional* for other candidates).

- This letter can be from a faculty member in the specified content area or another relevant academic professional, which speaks to the candidate's aptitude for teaching high school students in college level academics).
- Please upload the letter under "Additional Documents"

Please send any questions to Precollege@Tufts.edu.

EEO/AA Policy

Tufts University, founded in 1852, prioritizes quality teaching, highly competitive basic and applied research, and a commitment to active citizenship locally, regionally, and globally. Tufts University has also committed to becoming an anti-racist institution and prides itself on the continuous improvement of diversity, equity and inclusion work. Current and prospective employees of the university are expected to have and continuously develop skill in, and disposition for, positively engaging with a diverse population of faculty, staff, and students. Tufts University is an Equal Opportunity/Affirmative Action Employer. We are committed to increasing the diversity of our faculty and staff and fostering their



Marketing Essentials Instructor: Pre-College Programs Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=209680>

Downloaded On: Dec. 4, 2023 4:50am

Posted Apr. 25, 2023, set to expire Dec. 31, 2023

success when hired. Members of underrepresented groups are welcome and strongly encouraged to apply. See the University's Non-Discrimination statement and policy here <https://oeo.tufts.edu/policies-procedures/non-discrimination/>. If you are an applicant with a disability who is unable to use our online tools to search and apply for jobs, please contact us by calling the Office of Equal Opportunity (OEO) at 617-627-3298 or at oeo@tufts.edu. Applicants can learn more about requesting reasonable accommodations at <https://oeo.tufts.edu/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact