

HARVARD BRIDGE PROGRAM PART-TIME INSTRUCTOR POSITIONS (REMOTE): ADULT EDUCATION BUSINESS COMMUNICATION INSTRUCTORS (WRITING CLASSES AND SPEAKING CLASSES)

The Harvard University Bridge Program is seeking part-time instructors & paid substitute instructors for the Fall 2024 semester for Adult Education Business writing and Business Communication classes. The Harvard Bridge Program is an adult education and training program that provides courses free of charge to Harvard employees, including service and trades workers. Most course participants are non-native English speakers.

Instructor will be required to develop lesson plans and prepare learning material for classes that meet remotely once a week for 8 or 9 weeks. Instruction will begin in mid-September. Depending on enrollment, the courses may run again in the Spring semester – starting the first week of February.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach classes, in a dynamic way, to provide scaffolded, explicit instruction
- Incorporate technology in class using appropriate instructional websites and provide opportunity for students to learn and practice technology skills
- Use Google Classroom to manage homework assignments & class announcements/materials
- Provide on-going assessment of students
- Keep daily accurate student attendance records
- Check in as needed with adjunct teacher Program Manager
- Participate in staff and program development activities

MINIMUM REQUIREMENTS:

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching the relevant subject (Business Communication, workplace email writing, public speaking, advanced ESOL)
- Knowledge of methods and materials used to teach adults
- Experience teaching ESOL students
- Ability to align instruction to meet learning competencies
- Experience conducting classes using video conferencing tools (e.g., Zoom or Google Meet)
- Ability to use Google Classroom to assign homework and communicate with students
- Excellent oral and written communication skills

PREFERRED QUALIFICATIONS:

- Experience in curriculum development
- Experience with and sensitivity to the needs of adult learners in a community-based setting
- Prior experience using Google Classroom as a course platform

TEACHING HOURS: Hours TBD: Mon/Tues/Wed/Thurs, 1 hour or 1.5 hour classes between the hours of 9am and 11am, or between 2:30pm -5:30pm, once a week, plus paid prep time (8 or 9 weeks). Classes are remote, and instructors are provided access to a Zoom account for instruction.

PAY: \$60/hour

If interested, please send a resume and cover letter to Jennifer Goulart, Senior Program Manager, Harvard Bridge Program, jennifer_goulart@harvard.edu