



## **VACANCY ANNOUNCEMENT**

Position Title: Acquisition and Contracting Part-Time Faculty

Department: Curriculum Products and Services

Announce Date: September 1, 2021

Closing Date: Open

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### **SUMMARY:**

Founded in 1921, Graduate School USA (GSUSA) is an independent, not-for-profit educational institution based in Washington, DC, offering workforce training and services across the U.S. and around the world. The organization is a leading provider of professional development and training courses for the federal government and private sector, serving organizations and individuals with programs designed to support organizational missions, career and occupational development, and the personal ambitions of adult learners. GSUSA's courses and programs are delivered by instructors with real-world government experience, including customized training solutions, distance education, and leadership training.

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### **Key Duties and Responsibilities:**

- Perform part-time faculty duties to teach students in specialized area of subjects.
- Prepare and deliver presentations on specialized subjects to students in person, and on virtual training platforms.
- Complement faculty presentations with supportive educational materials.
- As needed, develop lesson plans, special assignments and projects for students.
- Ensure stimulating classroom learning experiences to students.
- Answer and respond to students' questions on the subject.
- Presents assigned class material in accordance with established learning objectives that are developed by the department.
- Utilizes a variety of instructional strategies in order to engage students, including cooperative and experiential learning.
- Ensure compliance of GSUSA guidelines and processes.

### **Required Knowledges, Skills and Abilities**

- Comprehensive grasp on his or her area of academic study.

- Ability to effectively organize and present material in both classrooms setting and a variety of virtual platforms.
- Demonstrates excellent written and verbal communication skills.
- Exhibits a commitment to promoting academic excellence in students.
- Able to motivate others.
- Ability to perform assigned tasks, solve problems and assess results.
- Demonstrates a high level of self-discipline and self-motivation.
- Conveys a positive, supportive, and cooperative disposition toward others.
- Ability to use Microsoft Office suite and virtual training platforms

**Minimum Qualifications:**

- 3-5 years of experience as a Contracting Officer/Contract Specialist including Federal Acquisition Certification (FAC): C level II or III Certified or equivalent
- 3-5 years of experience as a FAC: COR Level III with in-depth/hands-on acquisition experience or equivalent
- 3-5 years of experience as a FAC: P/PM Level II or III with in-depth/hands-on acquisition experience or equivalent
- Practical experience in the three phases of the acquisition life cycle - Pre-Solicitation, Solicitation and Award and Post Award
- Experience in successful classroom presentation and instruction
- Experience in developing high quality professional course materials including Participant Guides, Instructor Guides and PPT presentations
- Associate in Arts Degree or Higher

Interested applicants must submit a resume and cover letter for consideration to [curriculum@graduateschool.edu](mailto:curriculum@graduateschool.edu). If you have questions about the position, please email or call **Steve Van Rees** ([steven.vanrees@graduateschool.edu](mailto:steven.vanrees@graduateschool.edu); 202-314-4712).

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