



VACANCY ANNOUNCEMENT

Position Title: Personal Property Part-Time Instructor

Department: Curriculum Products and Services

Announce Date: September 1, 2021

Closing Date: Open

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.

Key Duties and Responsibilities:

- Perform adjunct 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 learning objectives that are developed by the department.
- Utilizes a variety of instructional strategies 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.

- Demonstrates excellent written and verbal communication skills.
- Effectively organizes and presents material in both classroom settings and a variety of virtual settings.
- Exhibits a commitment to promoting academic excellence in students.
- Can motivate others.
- Has the ability to solve problems and assess results.
- Demonstrates a high level of self-discipline and self-motivation.
- Conveys a positive, supportive, and cooperative disposition toward others.
- Is punctual and detail-oriented with a demonstrated ability to perform assigned tasks.
- Ability to use Microsoft Office suite and virtual training platforms.

Minimum Qualifications:

- 3-5 years of experience in Federal Personal Property Management
- 3-5 years of experience in the personal property life cycle: (1) determination of need and acquisition; (2) management and control; and (3) disposal.
- Knowledge of all General Services Administration/Department of Defense (GSA/DOD) personal property management rules and regulations.
- In-depth knowledge of department/agency property management policies and procedures and their *hands-on* application.
- 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. If you have questions about the position, please email or call **Steve Van Rees** (steven.vanrees@graduateschool.edu; 202-314-4712).

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