



# FOUNDRY COLLEGE

## Job Description Instructional Faculty

Foundry College, a new type of two-year college is currently seeking faculty members for full-time and part-time positions. This online college is designed to educate working adults to fill in-demand jobs by teaching skills and knowledge that are important to employers and unlikely to be automated in the foreseeable future. Applicants should be passionate about education and about helping the disadvantaged, and should have expertise in a relevant field, experience teaching, have excellent communication skills, be open to new ways of teaching, and be flexible and adaptable as the curriculum and pedagogy continue to evolve.

### Responsibilities:

- Teach assigned courses
- Hold classes twice a week at the allotted time for 15 weeks per semester (each class is 90 minutes long, with a mixture of lecture and active learning).
- Teach from previously prepared lesson plans. These lesson plans specify the:
  - Macro, Mini, and Nano learning outcomes
  - Information to be learned (the lectures/videos or sets of mini-lectures and short videos)
  - Active learning exercises
  - Quizzes
- Meet weekly with the faculty team for each course to review the previous week and plan for coming sessions.
- Hold office hours every week, allowing students to ask questions about the course.
- Function as a “substitute teacher” occasionally when another faculty member is sick or has an emergency.
- Successfully complete the two-week faculty-training course (conducted via videoconferencing).

### Qualifications:

- A Ph.D. in a relevant field
- At least two years teaching experience
- Open to new ideas
- Adaptable
- Highly organized and responsible
- High energy and entrepreneurial spirit

### Preferred Qualifications:

- Experience teaching with active learning
- Experience teaching synchronous courses online
- Experience using GSuite

### How to Apply:

- Please submit your cover letter and resume to [careers@foundrycollege.org](mailto:careers@foundrycollege.org) as a single attachment when applying and reference the role you are applying for in the subject line.