



TITLE: CETL Faculty Learning Community Facilitator (AY2025-2026)

DEPARTMENT: Center for Excellence in Teaching and Learning

POSITION SUMMARY

To fulfill the mission of GHC by focusing programming on student success, the Faculty Learning Community (FLC) Facilitator will support the Center for Excellence in Teaching and Learning through facilitation of relevant and research-based literature.

RESPONSIBILITIES

- Focuses the FLC on one of two topics: 1. Generative Artificial Intelligence or 2. The Pedagogy of Kindness. These topics will be supported with readings and activities
- Meets monthly with the FLC group
- Designs and leads sessions that allow the FLC to explore aspects of the book and aligned topics
- Frames discussions to support the trends, theories, and frameworks of the best practices of teaching and learning
- Keeps records of attendance of the FLC
- Considers end of year presentations (i.e., Academic Showcase)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of excellent collegiate teaching methods
- Knowledge of topics and how to integrate techniques into the classroom
- Ability to learn more about faculty development, educational development, and learning sciences to support facilitation of FLC's
- Ability to work well with staff and faculty
- Ability to manage multiple priorities and projects
- Skills in organization and time management
- Skills in effectively presenting, communicating, and facilitating during sessions

SUPERVISORY/REPORTING

Work in this position is supervised by the Director of Center for Excellence in Teaching and Learning

GUIDELINES

Guidelines include college policies and procedures, the college employee handbook, the Board of Regents policies and procedures, federal/state/local regulations, procedures manual, the college continuing education manual, and payroll software user guide. These guidelines are generally clear and specific but may require some interpretation and judgment.

COMPLEXITY OF WORK

☐ Beginner ☒ Intermediate ☒ Advance ☒ Expert

MINIMUM QUALITIFICATIONS

- Master's degree
- Experience teaching in online and in-person courses, instructional design, instructional technology, education, or related field
- Success in teaching as evidenced by student success rates, student evaluations, or similar data
- Willingness to accept \$500 to facilitate the FLC for the entire academic year (Fall 25 and Spring 26)

PREFERRED QUALIFICATIONS

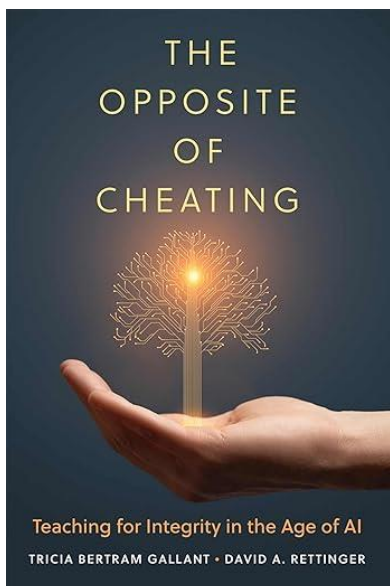
- Experience in faculty development, corporate training, or leading faculty groups

REQUIREMENTS SPECIFIC TO POSITION

Select all that apply:

- ☒ Position of Trust
☐ Campus Security Authority (CSA)
☒ Driving For College
☐ Handling Budget ☐ Will Have Purchasing card
☒ Handling Confidential Information

This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



Choose from one of the following books to facilitate!

