



Position Title: World and Workplace Lab Faculty
Reports To: Provost in collaboration with the National Director of Lab Faculty
Area/Department: Lifelong Learning
Location: May be in-person and place-based or online synchronously delivered

College Unbound (CU) is a fully accredited, non-profit college with a student-driven curriculum that empowers students to lead change in their communities. CU looks to serve adult learners who have not yet completed their degree and are able to participate fully in the curriculum with the necessary technology, language, writing, and other systemic supports. CU's program is designed for adults looking to advance in their current careers, move into new vocations, or spark change that improves the quality of life for themselves and others.

Position Summary:

Lab Faculty instruct the Workplace and World Lab course, a 3-credit course designed to develop and support a learning community of approximately 10 cohort members over the course of multiple semesters. The Lab integrates students' coursework with their individually-designed action research project (core project). Lab Faculty are responsible for course design and instruction, advising, administrative, and professional development as described below. The Lab course also functions as an ongoing support structure for learners who have faced barriers to more traditional educational settings. It also provides time and space to ensure shared/integrated assessment practices for students. The Lab runs for 16 weeks in both the fall and spring semesters, with a one week break at mid-semester. This course may be delivered in-person, synchronously online, or in a hybrid format.

Duties and Responsibilities

Course Design and Instruction:

- Adhere to course objectives and customize/develop the Workplace and World Lab syllabus each semester to meet the learning needs of students.
- Develop cohort-specific semester foci which could include: Research Methods, Building a Personal Learning Network, Action Research Project Proposal, Common text, Leadership strategies, organizational design, personal and professional values and goals development, etc.
- Submit a syllabus in advance of each term following the college's guidelines.
- Design course material and facilitate student engagement tied to specific course learning outcomes.
- Plan Lab gatherings and instruct the weekly 3-hour in-person seminar, with consistent delivery and expectations in place, content that may include guest speakers, field trips, developing resources and materials, and facilitating learning and feedback processes.

- Support students in their preparation for mid-semester and final exhibitions, and coordinate exhibitions.
- Ensure proper documentation and assessment of student learning in alignment with CU standards.
- Submit grades and written assessments at midterm and end-of-semester in a timely manner, assessing student progress toward learning goals.

Advising:

- Conduct weekly 1:1 meetings with each student face-to-face, via video or by phone call.
- Ensure each student submits a weekly Personal Learning Plan (PLP) that accurately reflects the ongoing needs of personal and project development, while also demonstrating course integration.
- Help facilitate and support students in building a Personal Learning Network composed of at least one professional mentor, a field expert, and peer invested in his/her success.
- Hold students accountable for cultivating this network through discussions (online or otherwise).
- Discuss any other aspects of the project and students' professional development.
- Access and direct students to the appropriate supports and resources including learning assistance, accessibility, the Community Cares Team, etc.
- Collaborate with students in reviewing their degree audit, supporting their degree mapping, registration and degree completion goals.
- Develop an understanding of CU curriculum requirements.

Administration:

- Keep accurate student attendance and engagement records and submit weekly engagement reports.
- Complete assessment of student assignments in a timely manner and provide meaningful feedback to students in our Learning Management System.
- Maintain course materials, assignment completion records, and students' grades and feedback within CU's learning management system.
- Follow up with instructional faculty to support students with engagement concerns.
- Keep note of students' Personal Learning Plan goals and engagement.
- Submit grades and feedback to students in a timely manner in MyCU / Campus Cafe at midterm and end of term.

Professional Development:

- Participate in faculty orientation workshops, faculty meetings, and other professional development workshops during the academic year.
- Contribute to the collaborative improvement of teaching, learning, and the student experience at College Unbound.
- Be an active member of CU's Lab faculty community of practice - including meetings with conveners and 1:1s with the Director of Lab Faculty.

Required Qualifications:

- Master's degree in a related field. (College Unbound alumni with a minimum of one year of experience as an alumni mentor may be considered for WW Lab faculty roles.)
- Previous experience facilitating groups, conducting workshops, or other related experience.
- Previous experience working effectively within a diverse community.
- Relevant experience that evidences expertise in course content.
- Possess sufficient computer proficiency necessary to learn appropriate instructional technologies, including CU's learning management system.

Preferred Qualifications:

- For College Unbound alums, enrollment in a relevant masters program.
- Previous experience teaching within a diverse community of learners.
- Previous experience teaching within a trauma-informed lens.
- Previous experience working with adult learners in an educational context.
- Previous experience working with a learning management system, e.g Moodle, Blackboard, etc

For more information and how to apply, please visit the [Teaching and Learning at CU page](#).