



CONTRACT POSITION: UAS Instructor of Record

INFORMATION

Department:	Education Language, Literacy, & Professional Development
Location of Work:	Southeast, Alaska
Application Deadline:	Applications will be accepted and processed on a rolling basis.

OVERVIEW OF TASK/WORK

Sealaska Heritage Institute (SHI) is seeking individuals to serve as University of Alaska Southeast (UAS) Instructors of Record. The Instructor of Record will be officially assigned to create and manage the UAS credit option(s), which will be offered to participants and educators involved in SHI’s various grant programs.

SCOPE OF WORK

1. Provide consultation services in planning and coordination of credit-bearing process.
2. Serve as the UAS Instructor of Record for credit option(s).
3. Create a course proposal and syllabus for credit option(s).
4. Submit course proposal and syllabus to UAS for approval.
5. Help participants register for the course.
6. Produce, deliver, and collect any necessary meetings, homework, reflections, etc. that may be needed for course.
7. Attend necessary meetings with SHI staff and participates.
8. Any other duties needed for the credit option(s).
9. Submit final grades at course conclusion.

REQUIRED SKILLS

- Demonstrated effective verbal and interpersonal communication skills.
- Proficient in computer applications, including word processors, virtual meeting spaces, and collaborative document platforms.

-Highly organized, self-motivated, and attentive to details.

PROJECT/CONTRACTOR TIMELINE

The selected Instructor of Record is expected to commit to the Project as specified by the grant program.

NECESSARY KNOWLEDGE & EXPERIENCE

- Experience in primary and/or secondary education.
- Experience in credit bearing semester courses.

To Apply: Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: three references from others who have worked with the person on projects like this, outline of contractor's experience as it relates to this work.

If you have any questions regarding this contract position, please contact Kristy Ford, Education Director - kristy.ford@sealaska.com

