**Lead Educational Consultant Standard Job Description**

**Classification Title:** Lead Educational Consultant

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Minimum Pay:** $82,024.03

**Job Description Summary:**

The Lead Educational Consultant, under direction, works in collaboration with faculty, graduate students, and staff to enhance teaching excellence, advance faculty success, and improve student learning.

**Essential Duties and Responsibilities:**

**30% Program Development and Implementation**

* Develops, coordinates, implements, and assesses educational development programs to meet the needs of the university.
* Offers, facilitates, and delivers educational development opportunities and related events in multiple formats.
* Conducts on-site educational development programs at campuses outside of the university.
* Provides individual and departmental consultations on a variety of teaching and learning topics, offering feedback and support.
* Reviews and consults on course syllabi based on university guidelines.
* Conducts teaching observations for faculty and teaching assistants, providing feedback and action plans.
* Evaluates service requests for distribution to members of the Consultant team.

**20% Research and Scholarship**

* Contributes to and disseminates research on national dialogues related to educational development and teaching.
* Collaborates with faculty on grants related to teaching and learning, assisting in the design of educational components.
* Assists faculty in establishing research designs to assess the effectiveness of teaching.
* Facilitates learning communities related to teaching and learning practices.
* Contributes to the national dialogue and publication of educational materials related to teaching and learning.

**10% Leadership and Mentorship**

* Provides leadership and mentorship to Educational Consultants working in the unit.
* Supervises and mentors undergraduate student workers and graduate assistants.
* Leads regular meetings with the Consultant team and working groups to plan and implement programs.
* Advocates for and facilitates change that aligns with the unit’s and university’s strategic focus areas.

**10% Collaboration and Partnerships**

* Brokers relationships and partnerships with various units, both internal and external to the university.
* Communicates with contacts from campuses outside regarding faculty development-related questions.
* Assists in creating and developing strategies and policies regarding teaching and learning.

**10% Professional Development**

* Participates in workshops, conferences, and research to enhance job skills and knowledge in educational development.
* Develops and implements a personal professional development plan by assessing knowledge, skills, and abilities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master's Degree

**Required Experience:**

* Nine years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Fax
* Xerox
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 