**Senior Educational Consultant Standard Job Description**

**Classification Title:** Senior Educational Consultant

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $71,325.24

**Job Description Summary:**

The Senior 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 Tasks:**

**25% Educational Development Programs**

* Develops, coordinates, implements, and assesses educational development programs to meet the needs of the University.
* Offers, facilitates, and delivers, in multiple formats, educational development opportunities and related events.
* Conducts on-site educational development programs at campuses outside of the university.
* Provides leadership and direction to contacts with campuses outside of the university regarding educational development programs, teaching, and learning.
* Models best practices of educational development as demonstrated by peers internal and external to the university.

**15% Consultations and Support**

* Provides consultations at the university, departmental, program, course, and individual level on a variety of teaching and learning topics/issues (ie: syllabi review, teaching observations, student evaluation data, peer review processes, program and curriculum design, policy initiatives, etc.) providing feedback, support, and assistance.
* Collaborates with colleagues on creating, revising, and implementing effective educational development tools.
* Consults on programs offering facilitation, project management, and process expertise.
* Review student evaluation data and suggest responses to feedback, providing information, resources, and support to graduate students.
* Models ethical consulting practices.

**15% Research and Scholarship**

* Conducts, contributes to, and disseminates research on national dialogues and publications related to educational development, teaching, and learning.
* Assists faculty in establishing research designs to assess effectiveness of teaching; identifying means to share their educational scholarship; and co-authoring as the collaboration warrants.
* Assists and collaborates with faculty and other educational developers on grants and research projects in discipline(s) and in the scholarship of teaching and learning (SoTL).
* Facilitates learning communities related to teaching and learning.
* Promotes the practice of scholarly teaching and effective practices for educational development.

**10% Strategic Planning and Policy Development**

* Assists in developing strategies and policies regarding teaching and learning.
* Contributes to the unit’s strategic plans, goals, objectives, policies, and procedures.
* Advocates for, leads, and facilitates change that aligns with the unit’s and university’s strategic focus areas.
* Consults and collaborates on policy development initiatives.

**5% Mentorship and Supervision**

* Provides mentorship to and assistance in the training of Educational Consultants working in the unit.
* Supervises and mentors undergraduate and graduate student employees.
* Identifies and collaborates with faculty fellow(s) who assist the unit in fulfilling its strategic plan.

**5% Professional Development**

* Develops, enhances, and implements annually, a personal professional development plan by assessing personal knowledge, skills, and abilities.
* Participates in programs (workshops, conferences, etc.) and research to enhance job skills and to support a personal professional development plan that increases knowledge and expertise in the field of educational development.
* Enhances facilitation skills via experience and observation.

**5% Relationship Building**

* Brokers relationships and partnerships with other units, internal and external to the university.
* Contributes to university level committees related to teaching and learning.
* Maintains communication channels with client departments and programs related to the design of tailored resources to various degree programs, workshops, and related activities.

**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.

**Required Education and Experience:**

* Master’s degree.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**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 regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**