Job Title	Data Analytics Instructor
PVN ID	LA-2111-004355
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Part Time
Hourly Rate	$65.00
Hour(s) a Week	0.00-25.00
Closing Date	Jan 02, 2022 (Or Until Filled)

General Description

LaGuardia Community College's Division of Adult and Continuing Education, Workforce Development Department, in partnership with the City University of New York (CUNY) and the the New York Jobs CEO Council, is seeking Data Analytics Instructors to teach an online, intensive data analytics micro-credential course to CUNY students over their winter break (January 3-January 27). This micro-credential course is designed for undergraduate students from a variety of academic backgrounds (e.g., computer science, business, social science), with a prerequisite of at least 30 college credits completed.

The curriculum for this course will include learning outcomes focused on specific skills with labor market value, applied learning experiences focused on real-world problems, and assessment to demonstrate the mastery of specific skills or competencies that will give CUNY students a competitive advantage as they apply for internships and high potential jobs with our employer partners. We will be offering 4 cohorts of intensive, 100-hours data analytics training for students.

At the completion of this course, students will be able to use: (1) SQL to interact with relational databases, perform database operations and extract information; (2) Python as a primary programming language to gather, clean, analyze and visualize data using scientific libraries; (3) Advanced techniques and statistical tools to conduct thorough and insightful analyses, and to interpret the results in an accurate and meaningful way; and (4) Tableau to build interactive dashboards using data visualization techniques. Students will also have the opportunity to work on multiple real-world projects throughout the program.

Key Responsibilities:

- Teach a 100-hour curriculum in data analytics to CUNY students in a virtual setting.
- Utilize interactive and learner-centered methodologies to ensure that students remain engaged and are able to master the material.
- Support students who struggle with the material through additional tutoring.
- Develop a detailed understanding of the current curriculum and attend a Train the Trainer workshop with the curriculum developer.
- While the curriculum will have already been developed prior to the program start, you will need to make

tweaks to the curriculum over time based on employer partner needs and student success.

- Grade assessments and projects, providing constructive feedback to students and program staff.
- Maintain attendance and student performance records. Communicate weekly with Program Staff to coordinate student outreach regarding student attendance or performance concerns.
- You are required to attend regular meetings with the other instructors and instructional lead, as well as an initial training session prior to the class start date.
- Coordinate with the team as needed.
- Additional responsibilities as needed.

Other Duties

The course is 100 hours for each cohort of 25 students. You will be paid for 100 instructional hours + 20 hours for training/prep/student support time. All classes will be delivered online via zoom.

There are two schedules available. Please indicate in your cover letter which schedule you prefer (Daytime or Evening/Weekend).

January 3-January 27

Approx. 25 hours/week for 4 weeks

Schedule (1): Daytime

Monday to Friday

9am-2:45pm (with a 30-min lunch break)

Schedule (2): Evening & Weekend

Monday to Thursday 4-9:30pm (with a 30 min dinner break)

Saturdays 9am-4pm (with a 40 min lunch break)

Qualifications

Required Qualifications/Skills:

- At least five years' experience in the field of applied data analytics, including significant experience with SQL, Python, and Tableau, as well as all other topics covered in the curriculum.
- Teaching experience is required, including experience utilizing interactive and student-centered teaching methodologies.
- Industry experience using Data Analytics in a professional setting is a plus.
- Ability to work with a diverse student population in a culturally competent and student-centered
- manner that builds student confidence and success.
- High level of organization with attention to detail and an ability to document student attendance and performance.

- Flexible and adaptable team player.

Note: Applications without a cover letter will not be considered.