

## Academic Hourly Job Description

**Position Title: Academic Hourly Teaching**

Position Job #: UA0906

Exemption Number/PClass Code: 49997/BFBHA - Teaching

Organization Code: 1429000

Organization Name: Osher Lifelong Learning Inst

HireTouch JobID: 107201

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**Primary Position Function/Summary:**

Teach one course in a semester during the relevant 8-week semester at the Osher Lifelong Learning Institute (OLLI). The course meets once per week either for 90 minutes and up to 3 hours depending on the course. The students are OLLI members who have paid a registration fee to take this non-credit course.

**Major Duties and Responsibilities:**

Teach one course in an area of specialization, with the approval of the OLLI Director and after review and acceptance of the proposed course topic by the OLLI Curriculum Committee. (100%)

**Position Requirements and Qualifications**

**Education:**

**Required:** Bachelor's Degree in a related field.

**Preferred:** Graduate Degree in related field.

**Experience:**

**Required:** Teaching and research in a related area.

**Preferred:** Teaching, research and lecturing in the specific area of the course.

**Training, Licenses or Certifications:**

**Required:**

**Preferred:**

**Knowledge Requirements:**

**Required:** Understanding of the subject being taught

**Preferred:** Specialization in the subject being taught.

Is this a Security Sensitive or Protection of Minors position? ( ) Yes (x) No

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Upon receiving approval from AHR, print the job description, obtain signatures from the incumbent and supervisor and attach the signed job description to the HRFE transaction.

**Department**

Signature: Carmen Vetter

Date: 11/26/2018

**College**

Signature: Carmen Vetter

Date: 11/26/2018

**AHR Job Description Review**

Signature: Jennifer Weaver

Date: 11/26/2018

Incumbent signature: *ATEU* Date: 12-7-19

Supervisor signature: *Christine Catanzarite* Date: 12/17/2019