**Applying to be a Course Tutor for an online short course in** **Creativity, Problem Solving and Design Thinking**

Cambridge University Press and Assessment and the University of Cambridge is now calling for Expressions of Interest (EOI) for online course tutoring under its new partnership [Cambridge Advance Online](https://advanceonline.cam.ac.uk/) from January 2022. We are seeking subject matter expertise in the disciplinary areas of Creativity, Problem Solving and Design Thinking. Such expertise might be found in Engineering, Architecture, Education, Business and other disciplines.

The remuneration for delivering one course run is £4000.00, courses are normally 6 weeks long and will run four times a year. The time commitment is approximately 10-12 hours per week, we fully expect this to reduce over time as tutors deliver more frequently.

**Key responsibilities**

* Manage a cohort of up to 30 online participants (external and internal participants)
* On-board participants
* Manage group discussions
* Moderate live sessions run by the Academic Lead
* Lead live sessions (up to five sessions per course run)
* Monitor participation and progress of participants
* Marking and feedback to participants provided within two weeks of course end date

There is also an informative compulsory online training course to attend prior to the course delivery covering all aspects of the Cambridge Advance Online courses and technology.

**Please submit your expression of interest letter (maximum two pages) and CV to** **karina.prasad@admin.cam.ac.uk** **by Friday, 5 November, 2021.**

Please note there will be an information session on the 10th November from 12:30 to 13:30 (remote) which tutors should attend.

##### ****Selection Criteria****

Consideration will be given to the following:

* Demonstrated subject matter expertise
* Evidence of relevant practical experience
* Postdocs or lecturers
* Demonstrated flexibility and ability to adapt to different teaching modes

In order to be considered you must:

* Hold a minimum of a postgraduate degree, in an area relevant to the discipline in which you seek to tutor (or significant equivalent experience)
* Have relatively recent experience with the course material or a demonstrated capacity to become familiar with the material in a short time frame, training and course material will be provided
* Be approachable, and provide proactive, clear, helpful advice and feedback

Thank you for your interest in tutoring on Creativity, Problem Solving and Design Thinking.  We look forward to receiving your expression of interest letter and CV.