**Applying to be a Course Tutor for an online short course in Intercultural Business Communication and VUCA**

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 Spring 2022. We are seeking subject matter expertise in the disciplinary areas of intercultural business communication and VUCA.

The remuneration for delivering one course run of an eight week course is £4000.00. The course will run four times a year. The time commitment is approximately 10-12 hours per week, we 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, 19 November, 2021.**

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

Consideration will be given to the following:

* Demonstrated subject matter expertise - academic background in the field of intercultural business communication/ management and or a practitioner with both corporate/ business and international experience.
* Postdocs or lecturers or relevant experience teaching in the field.
* 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 professional experience).
* Have relatively recent experience with the course material or a demonstrated capacity to become familiar with the material in a short time frame.
* Be approachable, and provide proactive, clear, helpful advice and feedback.

Desirable experience for this course would include:

* Fluent in a second language.
* Experience working with psychometric tools.