AI Educator - HigherEdJobs

higheredjobs.com/search/details.cfm



UPSTATE
University of South Carolina

AI Educator

Posting Number: STA00967PO25
Advertised Salary Range: $72,093; Salary is commensurate with education and experience.
Location of Vacancy: USC Upstate, Spartanburg, SC
Part/Full Time: Full Time
Work Schedule: Monday - Friday; 8:30am - 5pm; Some evenings and weekends as needed are required.

About University of South Carolina:
From the Upstate to the Lowcountry, the University of South Carolina system is transforming the lives of South Carolinians through the impact of our eight institutions and 20 locations throughout the state. More than 50,000 students are enrolled at one of eight institutions, including the research campus in Columbia and comprehensive four-year universities in Aiken, Upstate and Beaufort. In addition, our Palmetto College campuses in Salkehatchie, Union, Lancaster and Sumter enable students to earn associate or bachelor's degrees

through a combination of in-person, online or blended learning. All of our system institutions place strong emphasis on service - helping to build healthier, more educated communities in South Carolina and beyond.

Advertised Job Summary:
AI Educator
University of South Carolina Upstate
STA00967PO25
Spartanburg, SC

The AI Educator develops and delivers educational programs that build AI literacy and practical skills in prompt engineering and AI agent development within a university environment. This role creates accessible curricula that equip faculty, staff, and students with a foundational understanding of AI technologies, including their capabilities, limitations, and appropriate use cases. Emphasis is placed on hands-on learning, enabling participants to craft effective prompts and build AI-driven tools that enhance academic and administrative functions. By integrating these competencies into campus training efforts, the AI Educator supports the ethical and innovative use of AI to streamline operations and improve the overall university experience.

Job Related Minimum Required Education and Experience:
Requires a bachelor's degree in a job related field and 4 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.

Required Certification, Licensure/Other Credentials:

Preferred Qualifications:
Master's degree in educational technology, Computer Science, Data Science, Artificial Intelligence, Instructional Design, or a related field. A strong foundation in both AI/Machine Learning *and* education/pedagogy is essential. The ideal educational background includes exposure to AI topics as well as learning theory.

Experience Level: Generally, the ideal candidate would have a diverse background that may include time spent as a teacher or trainer, plus time in a technical role involving AI, or an academic role focusing on educational technology research.

Knowledge/Skills/Abilities:

- A successful background check is required.
- **AI and Prompt Engineering Knowledge** - Understanding of AI fundamentals, prompt engineering, and AI agent development.
- **Curriculum Design & Teaching** - Skilled and Knowledgeable in creating and delivering instructional content, workshops, and hands-on learning.

- **Technical Proficiency** - Skill in using AI tools (e.g., ChatGPT) and platforms for text, image, and data generation.
- **Communication & Collaboration** - Strong interpersonal skills with the ability to communicate complex topics clearly and work effectively with diverse campus stakeholders.
- **Customer Service Orientation** - Demonstrated commitment to user support, responsiveness, and improving the learner experience.
- **Ethical AI & Critical Thinking** - Awareness of AI ethics, bias, and limitations; ability to integrate these concepts into teaching.
- **Administrative & Organizational Skills** - Ability to manage training logistics, track outcomes, and maintain accurate program records.

Job Duties:

Job Duty

Curriculum Development of AI Literacy Content:

Design, develop, and continually update AI-related instructional materials and curricula for use in courses, workshops, and training programs. This includes creating workshops, syllabi, lesson plans, hands-on exercises, assignments, and assessments that cover topics such as AI fundamentals, machine learning concepts, prompt engineering techniques, and chatbot/agent development. Ensure the curriculum aligns with relevant educational standards, institutional learning goals, and best practices in AI education. Incorporate the latest advancements in AI and real-world case studies into the learning content, so that the material stays current and engaging

Develop interactive and engaging learning resources (multimedia presentations, demonstration videos, AI tool simulations, and practical exercises - to cater to different learning styles).

Liaise with USC AI Educator for best practices and synergy of programs.
Essential Function: Yes
Percentage of Time: 25

Job Duty

Teaching and Training (AI Fluency & Prompting):

Deliver educational sessions that build AI fluency and prompt engineering skills among faculty, staff, and students. This involves organizing and teaching workshops, seminars, semester-long courses, or bootcamps on topics including:

- Offer practical training on using AI tools (such as how to interact with a generative AI like MS Copilot, OpenAI ChatGPT, or other platforms for text, image, or data generation).

- Present topics such as Prompt engineering: guiding learners in crafting precise, effective prompts to obtain desired outputs from AI, and iterating prompts to improve results.
- Teach others how to build AI agents by instructing participants how to create simple AI-driven agents or chatbots. Offer instruction on ethical and responsible AI use: integrating discussions on AI ethics, bias, and limitations into all training. Teach learners to critically evaluate AI outputs, check for accuracy (fact-checking), and be mindful of biases or "hallucinated" information from AI.
- Liaise and coordinate with USC Upstate Professional Development and USC Upstate Center for Academic Innovation and Faculty Support (CAIFS) heads regarding AI program development and training, support synergy, training tracking, communication, scheduling, etc.
- Liaise with USC AI Educator for best practices and synergy of programs.

Essential Function: Yes
Percentage of Time: 25

Job Duty
Agent Development
Collaborate with stakeholders (faculty or departments that will use the chatbot) to define requirements and use cases for each AI agent. Develop agents dialog flows and integrate with appropriate AI platforms or frameworks Conduct thorough testing and debugging of the AI agents in pilot runs, and optimize their performance based on user feedback to ensure a high-quality user experience.

Ensure synergy in AI-related efforts across the campus and avoid silos.
Essential Function: Yes
Percentage of Time: 25

Job Duty
Evaluation and Continuous Improvement:
Establish methods to evaluate the effectiveness of AI educational initiatives and use those insights for continuous improvement.

Continuously update your own knowledge of AI and pedagogy. Dedicate time to keep pace with the rapid developments in AI technology (such as, but not limited to, new algorithms, tools, AI-powered educational platforms) and in educational research on AI-literacy and digital learning.

As AI is a fast-evolving field, establish a process to review and refresh curriculum content regularly (e.g., each semester) to integrate new AI tools, updated guidelines, or emerging use cases that are relevant to the universitys goals.

Essential Function: Yes
Percentage of Time: 20

Job Duty
Other
Other duties as assigned may include but is not restricted to completing designated projects originating through internal resource planning and demand processes.
Essential Function: Yes
Percentage of Time: 5

Job Close Date:
Open Until Filled: Yes

Special Instructions to Applicant:
The application must be completed including all current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application.

USC Upstate offers a valuable benefits package including but not limited to:

- Health and Life Insurance
- Retirement Programs
- Paid Tuition Program
- Dependent Scholarships
- Employee Assistance Program (EAP)
- Annual Leave
- Sick Leave
- 13 Paid Holidays (including an extended December holiday)
- Paid Parental Leave
- Professional Development Opportunities

To apply, please visit: https://uscjobs.sc.edu/postings/199981

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of age, ancestry, citizenship status, color, disability, ethnicity, familial status, gender (including transgender), gender identity or expression, genetic information, HIV/AIDs status, military status, national origin, pregnancy (false pregnancy, termination of pregnancy, childbirth, recovery therefrom or related medical conditions, breastfeeding), race, religion (including religious dress and grooming practices), sex, sexual orientation, veteran status, or any other bases under federal, state, local law, or regulations.

jeid-4d0f21a275a7bc42b9a3dde1550c2a8f
© 2026 HigherEdJobs. U.S. Patent 8,548,928