Senior Educational Consultant for Center for the Teaching and Learning (CTL)

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Senior Educational Consultant for Center for the Teaching and Learning (CTL)

Duke Kunshan University

Job Description

Position Overview:

The Educational Development Consultant (for Arts and Humanities, and Social Sciences (AH/SS)) at the Center for Teaching and Learning (CTL) advances teaching excellence, curriculum innovation, and evidence-based pedagogical enhancement across the university. This high-role position bridges institutional priorities and faculty practice, translating educational research and feedback into actionable strategies that strengthen inclusive, student-centered teaching within the AH/SS disciplines and beyond.

Reports to:

Director, Center for Teaching and Learning

Essential Duties:

Program Leadership and Faculty Development

1. Lead the design, implementation, and refinement of faculty development programs and initiatives in the Arts, Humanities, and Social Sciences.

2. Co-develop with faculty and facilitate evidence-based workshops and communities of practice that foster active learning and innovation.

3. Collaborate with academic units and faculty to enhance curriculum design, pedagogy, and assessment strategies.

4. Provide expert consultation on teaching practices, course design, and instructional improvement.

Institutional Engagement and Partnership Building

1. Translate institutional priorities and authentic feedback into actionable educational initiatives (e.g., common core, interdisciplinary integration).

2. Serve as a liaison between CTL/DKU and external partners, strengthening long-term academic collaborations and knowledge exchange.

3. Collaborate across campus units to align teaching and learning initiatives with DKU's institutional mission and strategic goals.

Evidence-Based Educational Improvement and SoTL

1. Support and contribute to the Scholarship of Teaching and Learning (SoTL), including research design, data analysis, and dissemination.

2. Promote and apply evidence-based teaching research across AH/SS disciplines.

3. Explore and support responsible, research-informed uses of AI and emerging technologies in teaching and learning.

4. Collect and analyze program data to inform continuous improvement of CTL's educational initiatives.

Operational and Strategic Coordination

1. Coordinate CTL's program-level planning, workflow alignment, budget tracking, and documentation of educational resources.

2. Collaborate across CTL and institutional partners to align operations and strategic planning with university-level Academic Strategies and Learning Innovation (ASLI) initiatives.

Reporting and Compliance

1. Prepare and coordinate high-stakes institutional reporting, synthesizing data and evidence of CTL and DKU initiatives' impact for internal and external use.

2. Support compliance and quality assurance processes related to teaching and learning enhancement.

Community Building and Communication

1. Strengthen CTL's visibility and engagement through campus events, faculty dialogues, and showcases of teaching excellence.

2. Facilitate cross-disciplinary faculty networks to encourage reflective, collaborative, and innovative teaching practices.

3. Contribute to CTL communications highlighting educational achievements and research-informed teaching innovations.

4. Perform other duties as assigned.

5. University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

1. A master’s degree or above in Education, Learning Sciences, or a related field.

2. Minimum of five years of relevant higher education experience, particularly in teaching, faculty development, curriculum design, educational research, or instructional development.

3. Demonstrated expertise in pedagogical theory and evidence-based practices in the Arts, Humanities, and Social Sciences.

4. Excellent communication, facilitation, and collaboration skills.

5. Strong analytical and reporting ability to translate data into actionable teaching strategies.

Preferred Qualifications:

1. Knowledge of emerging trends in AI, digital pedagogy, and higher education innovation.

2. A reflective, proactive, and evidence-driven approach to advancing teaching and learning.

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