Each summer, Georgetown University’s School of Continuing Studies hosts Summer Programs for High School students. The various programs and courses provide opportunities for talented and motivated high school students to learn more about a subject area of their interest. The dynamic programs and courses let students hear from Georgetown faculty and Washington decision-makers and experts, and gain hands on learning experience through classroom and laboratory activities.

Program Description
The School of Continuing Studies partners with the Georgetown University Medical Center to bring programs in Medicine to high school students. The School of Continuing Studies is seeking to hire an Academic Director for its Fundamentals of Medicine course: [http://scs.georgetown.edu/programs/305/fundamentals-of-medicine](http://scs.georgetown.edu/programs/305/fundamentals-of-medicine). The Fundamentals of Medicine course is a five-week, three-credit academic course that provides high school students an intensive, college-level introduction to the field of medicine. This course will run once in Summer Session I and once in Summer Session II. The course is expected to enroll up to 20 students in the first session and 50-75 students in the second session.

Duties & Responsibilities
Academic Directors are responsible for:
- developing the curriculum and course syllabus
- serving as the primary instructor for the course
- contacting guest speakers
- maintaining a blackboard site to provide academic materials and disseminate course information
- identifying pre-arrival readings
- delivering lectures and lab activities
- attending and overseeing all course activities; and assigning final grades

The Academic Director works directly with the School of Continuing Studies to ensure the delivery of resources for all program logistics. The Academic Director also receives course support from additional staff, including Teaching Assistants depending upon enrollment.

Qualifications
- A graduate degree at the MA or MS level
- Undergraduate teaching experience a must
- High School teaching experience a plus
- Knowledge of Georgetown University helpful
- Significant work and teaching experience in the field of medicine
- Industry contacts

Additional Information
All Academic Directors must attend a training session in April, and successfully complete a background check prior to the start of the Institute.

Salary: $4,300.00 per session

Interested and qualified candidates should send an electronic copy of a cover letter, CV, and three references to scsspecialprograms@georgetown.edu. Please indicate the position you are applying for in the subject line.