From: **REDACTED**
Date: Thu, Dec 1, 2022 at 3:40 PM
Subject: The New School - Progress Reviewer Temps Needed
To: **REDACTED**

Hello,

My name is **REDACTED**. I am the Talent Engagement Coordinator at The New School. The New School seeks to bring on a group of temporary Progress Reviewers. I would like to know if any of your instructors are interested in this temporary remote position before the holidays.

We are looking for individuals with experience either teaching or observing students. After reading more about your organization, I believe your instructors may be a great fit for this role. The Progress Reviewers would meet with Students virtually and, based on the course or curriculum, determine the student's progress as it relates to the syllabus. The position would be for roughly three weeks, and candidates are not required to be subject matter experts or PHDs'.

I have for you below a summary of the position details. Do you think any of your instructors would be interested in this role?

The New School seeks several temporary "Progress Reviewers" from December 5, 2022, through January 3, 2023. Progress Reviewers will review student work, including self-reflections on learning and work created in accordance with the syllabus requirements for each of their courses in Canvas, the university's learning management system. Reviewers will meet with each of their approximately 30 assigned students for up to one hour each during the week of December 12. During this time, in conversation with the student, Progress Reviewers will use syllabi to determine the progress the student has made toward each of the learning outcomes or course goals articulated in the course syllabus in each of their courses. Progress Reviews will report good progress, sufficient progress, insufficient progress, or unsatisfactory/no submission.

Progress Reviewers will need a sufficient general background in teaching and evaluating in higher education to be able to generally assess student progress toward stated learning outcomes, but they will not be expected to be subject experts in the student's enrolled courses.

For example, the Reviewer may be assigned a student in the Bachelor of Fine Arts (BFA) program in Fashion Design. The Reviewer need not have a background in the tools used to design clothing patterns or in fabric draping and sewing but will review the stated learning outcomes and the student's submitted work to determine sufficient progress toward those outcomes.

Or the Reviewer may be assigned to a student in the BFA program in Communication Design. The Reviewer need not have a background in typography or media interaction design but should be able to review the stated learning outcomes and the student's submitted work to determine sufficient progress.

Or the Reviewer may be assigned to a student in the Bachelor of Music in Orchestral Instruments. The Reviewer need not have a background in ear training or percussion but should be able to review the stated learning outcomes–or discuss learning expectations with the student if the syllabus does not articulate learning outcomes–and determine sufficient progress.

All work will be done remotely/online via Zoom and Canvas.

Qualifications
- Master's Degree
- Experience teaching, tutoring and/or curriculum design experience
- Ability to work with undergraduate and graduate students from diverse backgrounds and cultures, exhibiting patience and empathy
- Basic comfort with technology (Canvas or other related learning management system)
- Ability to respond well in a high stress environment

Work Mode:
Remote: This position will work remotely, and will not be expected to be on campus

Best,

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REDACTED

THE NEW SCHOOL

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