PD 4 ME **Job Posting**

Adjunct Instructor – Artificial Intelligence in Business (Asynchronous)

Organization: PD 4 ME

Location: Remote (Asynchronous with occasional live sessions via Zoom or Microsoft Teams)

Position Type: Part-Time / Contract

Position Summary

PD 4 ME is seeking a knowledgeable and engaging instructor to teach an asynchronous course entitled Artificial Intelligence in Business. This course introduces adult learners to the fundamentals of AI technologies, their applications in modern business, and how to integrate AI tools into strategic and operational workflows. Instruction will primarily be asynchronous; however, occasional synchronous sessions may be scheduled to enhance student engagement and support.

Key Responsibilities

- Deliver engaging, high-quality asynchronous course content via the PD 4 ME online learning platform.
- Facilitate discussions, respond to student questions, and provide timely feedback on assignments.
- Maintain an active presence in the online classroom to encourage student participation and success.
- Incorporate real-world case studies and examples relevant to AI in various business sectors.
- Assess student performance in accordance with course objectives and grading rubrics.
- Coordinate occasional live virtual sessions via Zoom or Microsoft Teams to support learners.
- Stay current with emerging AI tools, trends, and ethical considerations in business applications.

Minimum Qualifications

- Bachelor's degree in Business Administration, Information Technology, Computer Science, Data Science, or a related field.
- Minimum of 2 years of professional experience applying AI or data-driven tools in a business environment.
- Experience teaching or training adult learners, preferably in an online or hybrid setting.

- Proficiency with learning management systems (LMS) and online communication tools such as Zoom and Microsoft Teams.
- Strong written and verbal communication skills.

Preferred Qualifications

- Master's degree or higher in a related field.
- Industry certifications in AI, machine learning, or data analytics (e.g., Microsoft AI-900, IBM AI Engineering, Google AI).
- Familiarity with AI platforms and tools such as ChatGPT, Midjourney, Jasper, Microsoft Copilot, or similar.
- Experience designing asynchronous curriculum for adult or workforce education.

Pertinent Skills for the Position

- Technical Proficiency: Comfortable with AI tools, prompt engineering, and data analysis.
- Business Acumen: Ability to contextualize AI concepts within marketing, finance, operations, and strategy.
- Instructional Design: Skilled in creating interactive and accessible asynchronous learning experiences.
- Communication & Engagement: Ability to explain complex concepts in clear, practical terms for diverse learners.
- Adaptability: Staying current with rapid developments in AI and integrating them into course content.
- Ethics & Compliance Awareness: Understanding of data privacy, bias, and responsible AI practices.

Compensation

Commensurate with experience.

Application Instructions

Please submit a cover letter, résumé/CV, and a brief statement (250–500 words) describing your experience with AI in business and your approach to teaching asynchronous learners.

Deadline to Apply

Open until filled.