

Job Description

Position: Subject Matter Expert (SME)	Location: Boston, Massachusetts (virtual)
Reports To: Academic Program Chair	Status: Part-Time, Exempt

New England College of Business and Finance (NECB)

Founded in 1909 as a banking and finance training institute, NECB has evolved into a regionally accredited bachelor and master-degree granting institution offering undergraduate and graduate degree programs in business and finance to adult learners nation-wide. Courses are offered, primarily, through NECB's proprietary online EPIC Learning Management System. NECB student population is comprised of working adults from New England and beyond. Located in the heart of Boston's Financial District, NECB is just two blocks from South Station with easy access to the Red, Green, and Orange Lines. NECB courses are delivered in an asynchronous, 100% online format using the College's proprietary EPIC Learning Management System. Undergraduate courses are eight weeks in length; graduate courses are five weeks.

Job Description:

We are seeking academically credentialed, experienced Subject Matter Experts (SMEs) with expertise in the following business content areas:

- Human Resources (Employee Relations, Labor Relations)
- Finance (Investment Management, International Finance, Financial Markets, Derivatives)
- Risk Management, Ethics and Compliance
- International Business
- Economics (Financial, Managerial)

The SME works on a virtual team consisting of a member of NECB's eLearning department and the Academic Program Chair in new course development and the ongoing revision of existing courses in undergraduate and graduate degree programs. The SME creates original, high-quality content for our online courses by leveraging his/her experience and knowledge of their field. Typically, the content

development process for our courses takes 10-12 weeks. This is a contract position, and the compensation is based upon subject matter expertise and credentialing.

Responsibilities include:

A sample of responsibilities for our SMEs includes:

- Producing original instructional materials for online learning including:
 - course outline or blueprint (which later serves as the syllabus)
 - narrated, recorded lectures (audio over PPT or video)
 - engaging, debatable discussion board questions
 - detailed, creative assignments (simulations, case studies, presentations, research or reflection papers, group projects, ePortfolios, etc.)
 - quizzes/exams
- Sourcing high-quality resources for instruction from our eLibrary
- Sourcing credible, high-quality resources from the internet to supplement original course materials (videos, podcasts, simulations, websites, etc.)
- Delivering content using the appropriate templates
- Delivering the content in a timely manner
- Participating in regular review sessions (via phone or webinar) with an instructional designer and academic program chair
- Being an available resource throughout the entire course development process

Qualifications:

- A terminal degree is generally required to develop courses at the master's level, however individuals with advanced graduate or doctoral-level course work or specialized high-level professional certifications or expertise will also be considered. (A master's degree is required to develop courses at the undergraduate level; however, a terminal degree is preferred.)
- Online teaching experience is strongly preferred as is previous SME experience.
- Excellent written, oral, interpersonal skills
- Evidence of creativity, attention to detail, and collaborative approaches to work



- Familiarity with adult learning theory, instructional design, and technology-mediated learning is a plus

To Apply:

Interested candidates should send their resume or CV via email to jobs@NECB.edu. Please make sure to reference the job that you are interested in applying for IN THE SUBJECT LINE of your email. The position will remain open until filled by a qualified applicant.