



## COURSE DEVELOPER - POSITION DESCRIPTION

Biotility at the University of Florida provides high-quality education and training to facilitate professional growth for individuals in the biotechnology field. Our short courses are attended by professionals, students, and researchers seeking to expand and deepen their knowledge in technical and regulatory details unique to biotechnology industries and translational research.

Biotility is currently seeking industry professionals to help develop new course content.

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**We are hiring subject matter experts to develop courses for the following subjects:**

- Change Controls
- Risk Management
- Change Management
- Lean Fundamentals
- Basics of/Introduction to Project Management
- Inventory Management/Inventory Controls
- Establishing and Maintaining a Controlled Document Management System

**Course Developers will be expected to:**

- Develop four to six learning objectives
- Create 90-120 minutes of relevant, contemporaneous course content in a PowerPoint presentation, including a written script
- Write 30 test questions that appropriately assess the understanding of critical concepts
- Create an instructor biography page, including a professional photograph

**We provide the following support for our Course Developers:**

- Regular one-on-one meetings with a Biotility course development staff member
- PowerPoint course presentation template with directions, suggestions, etc.
- Assistance with writing objectives, conducting research, creating test questions, and more
- Review and feedback of course content and development by Biotility instructors
- Loan of recording equipment or use of a professional recording studio located onsite at the Biotility office

*Course Developers are compensated at \$3,200/course, with an additional \$1,000 if they agree to narrate and record for the creation of an asynchronous online course.*

**To apply or inquire about these positions, send a resume/CV and cover letter describing your area(s) of expertise to [whamm@cerhb.ufl.edu](mailto:whamm@cerhb.ufl.edu).**

You are also invited to connect on LinkedIn with our Director (Tammy Mandell) and our Industry Training Specialist (Wayne Hamm).

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