

## **ISA INSTRUCTOR – INDEPENDENT CONTRACTOR**

### **INTELLIGENCE COMMUNITY EXPERTISE**

#### **Job Brief**

The Intelligence & Security Academy, LLC (ISA) is dedicated to providing comprehensive training and consulting services relating to Intelligence and National Security matters for the use of government and private sector clients. The mission of ISA's Education and Training portfolio faculty members is to increase the workforce competence of ISA's clients by enhancing analytic thinking, communication skills, technical expertise, and leadership capability at all levels. ISA has, for over two decades, been a leading provider of comprehensive education and training in intelligence, analysis, budget, and policy across a range of national security issues.

Turn your Intelligence Community (IC) expertise, on-the-job experience, and excellent communications skills into rewarding intermittent (part-time based on course scheduling) teaching opportunities. ISA is seeking Instructors with extensive IC expertise to work as independent contractors while supporting its team in the development and delivery of curriculums both in person and in virtual, remote environments.

#### **Responsibilities**

- Draft and develop ISA course syllabi, outlines, and other materials in connection with the delivery of ISA courses
- Instruct ISA courses in both in-person and virtual settings
- Coordinate and communicate, as required, with onsite client representatives prior to the courses to ensure all parties are prepared for those courses
- Learn all required computer systems prior to course delivery; access, accounts, and familiarity opportunities will be provided
- Handle all attendee-related administrative matters in a satisfactory manner prior to, during, and immediately after course completion.
- Provide feedback to ISA on any classroom events that may require immediate attention.
- Provide reviews to ISA where content modification might be required prior to subsequent offerings
- Must be available to conduct training at various onsite locations (primarily near Arlington, Virginia) and/or in a virtual environment.

#### **Required Skills**

- Ability to collaborate in a team environment and to exercise independent judgment
- Excellent communication skills and hands-on technical experience and expertise
- Demonstrable knowledge of National Security organizations, such as the Department of Defense and agencies within the Intelligence Community, which is based on professional experience with or in those entities (The ideal candidate will also have demonstrable knowledge of, or direct experience with, legislative branch activities such as authorization and appropriation)
- Lesson and curriculum planning skills

- Knowledge of Microsoft Office and Teams
- In-depth knowledge of the history, structure, and operations of the Intelligence Community (IC), including:
  - Key officials and their roles,
  - Interactions within the IC and with other agencies
  - Roles and responsibilities in the interagency process
  - Origins, Authorities, Structure
  - Important Decisions in IC History
  - Strategic Documents and Legislative Affairs
  - Congressional Relations and influence on the Budgeting Process
  - IC Operations and Activities

### **Preferred Educational Experience**

- An advanced degree and professional experience within IC
- Must demonstrate thorough technical and subject matter knowledge and experience gained through subject matter interviews, course audits, co-teaching events, and classroom instructor training

### **Desired Experience**

- 10+ Years, ideally with two or more IC components
- Prior experience as an instructor (required)

### **Contact Us**

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