

# Cahier des charges

## Pflichtenheft / Cahier des charges / Elenco degli obblighi / Job description

<b>Name, Vorname / Nom, prénom /</b>	MOSER, Laure
<b>Cognome, nome:</b>	
<b>Geb.-Jahr / Année de naiss. / Date of Birth:</b>	06 Nov 1984
<b>Erlernter Beruf/Prof.apprise/Diploma:</b>	Business Administration
<b>Eintritt in das heutige Amt / Entrée dans l'office / Date of entry:</b>	01 Oct 2020
<b>Bundesamt / office fédéral / ufficio federale</b>	EPFL
<b>Bereich, Betrieb / Secteur, unité d'organisation/ Faculty-laboratory</b>	VPE-EXTS
<b>Dienstliche Stellung, Klasse gegenwärtig / Fonction, classe actuelle / Funzione, classe attuali / Function</b>	Course Developer and Instructor
<b>Kl. / cl. / cl. Classe of salary</b>	NA
<b>Vorschlag/Proposition/Proposta</b>	
<b>Kl. / cl. / cl. Classe of salary</b>	
<b>Termin / A partir du / A partire dal / Since</b>	01 Oct 2020
<b>Dienstverhältnis gegenwärtig / Rapports de service actuels / Rapporto d'impiego attuale / Contract duration</b>	Fixed-term contract (1 year)
<b>Vorschlag / Proposition/Proposta</b>	
<b>Letzte Beförderung / Dernière promotion / Ultima promozione</b>	
<b>%</b>	
<b>Art der Erledigung / Manière de traiter les affaires / Way of work</b>	
<b>Direkte/r Vorgesetzte/r / Supérieur/e directe / Superiore diretto/a</b>	Nico Schuele

### Activités par ordre d'importance

Laure MOSER is hired as a Course Developer and Instructor for the Web/Code team of the EPFL Extension School, under the supervision of Nico Schuele. S/he will focus on the following key tasks:

- Developing data science course material in collaboration with the other course developers for a range of courses for learners at various levels;
- Providing 1-to-1, group and automated learner support (including forum/chat/ video conference/project feedback);
- Guiding learners in acquiring hands-on data science experience using R (all tidyverse libraries, html widgets, shiny, ...);
- Producing online learning materials (course videos, scripts, written materials, illustrations, on-screen materials, exercises, quizzes, coding auto-correcting exercises, etc.);
- Applying technical expertise and leadership skills to design, develop, manage and grade learner projects using real-world datasets (coming from flat files, relational databases, APIs and/or scraping);
- Providing coaching and learner support for defining and shaping capstone project proposals,

support during the capstone project and grading/assessment of final capstone submissions; • Application of grading system for course and capstone projects within parameters of EPFL- defined rules; • Designing and leading workshops and hackathons, and participating in conferences to promote the EPFL Extension School, data science and digital skills to a wide audience; • Contribution to EXTS promotion, marketing and business development efforts; acting as “Brand Ambassador/Evangelist” for the EPFL Extension School at events and through online and offline communications; • Collaborating with partners from academia and the private sector to identify opportunities for development of new courses, workshops and partnerships as well as learner course projects and capstone projects, where relevant; • Contribution to EPFL Extension School online learning platform development; • Manage additional course development and other activities to support the growth of the EPFL Extension School; • Represent the EPFL Extension School (conferences, workshops, events, etc.) as needed; • Remain informed, through training and otherwise, about developments in the open source tools that are relevant to the skills we teach, focused on the tools that we teach ourselves, but also maintain an awareness of other relevant tools, with the aim of keeping the educational content and support that we provide relevant. • General contribution to the overall development and success of the EPFL Extension School