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AI Educator

Employer

[University of South Carolina](#)

Location

Columbia

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Job Details

Organization

Logo:**Posting Number:**

STA00555PO25

Job Family:

Operational Analysis

Job Function:

Business Intelligence

USC Market Title:

IT Technical Trainer

Link to USC Market Title:<https://uscjobs.sc.edu/titles/190110>**Job Level:**

P4 - Professional

Business Title (Internal Title):

AI Educator

Campus:

Columbia

Work County:

Richland

College/Division:

Division of Information Technology

Department:

IT Service Management

State Pay Band:

8

Approved Starting Salary:

\$72,093

Advertised Salary Range:

\$72,093 - \$90,000

Part/Full Time:

Full Time

Hours per Week:

37.5

Work Schedule:

Standard working schedule: 8:30am – 5:00pm

Must be willing to work a flexible schedule to meet the needs of the department.

Basis :

12 months

Job Search Category:

Information Technology

About University of South Carolina:

From the Upstate to the Lowcountry, the University of South Carolina system is transforming the lives of South Carolinians through the impact of our eight institutions and 20 locations throughout the state. More than 50,000 students are enrolled at one of eight institutions, including the research campus in Columbia and comprehensive four-year universities in Aiken, Upstate and Beaufort. In addition, our Palmetto College campuses in Salkehatchie, Union, Lancaster and Sumter enable students to earn associate or bachelor's degrees through a combination of in-person, online or blended learning. All of our system institutions place strong emphasis on service – helping to build healthier, more educated communities in South Carolina and beyond.

Veterans' Preference Statement:

The University of South Carolina is committed to equal opportunity and proudly values the skills and experience military veterans bring to our workforce. Across South Carolina,

we are making veterans a priority for employment and recognize their vital contributions to our state and our communities.

Advertised Job Summary:

Spend your days enjoying one of the most beautiful university campuses in America at the University of South Carolina, located in the vibrant capital city of one of the nation's fastest-growing states. Join us in revolutionizing the Division of Information Technology as we transform our campus into a cutting-edge technological marvel! As a Gamecock, you will be part of a dynamic, fast-paced, and talented team, while making a significant impact on the technology that powers our university and creates a #1 ranked first-year experience for our students. Enjoy an urban setting while showcasing your expertise and contributing to the next chapter of our university's remarkable story.

What's in it for you?

- You'll lead the way in AI innovation by designing hands-on training and pilot projects that showcase real-world impact across South Carolina's flagship university.
- You'll expand your influence through cross-departmental consulting, helping teams unlock the power of AI to streamline workflows and enhance decision-making.
- You'll stay ahead of the curve with continuous exposure to emerging AI technologies and generous professional development support to grow your expertise.

So, what's the day-to-day look like? You will:

- Design and deliver hands-on training sessions and workshops on AI tools such as ChatGPT, Microsoft Copilot, etc.
- Create user-friendly guides, tutorials, and documentation to help non-technical users understand how to apply AI in their roles.
- Consult with departments to identify opportunities where AI can streamline data workflows or enhance reporting capabilities.
- Lead pilot projects that demonstrate the value of AI in transforming raw data into actionable insights.
- Stay current with emerging AI technologies and evaluate their potential for university-wide adoption.

Does this sound like you?

- Customer focused, go getter who isn't afraid to blaze the trail.
- Innovative and creative individual that can engage a wide range of audiences who have diverse skill sets.
- Fun and engaging personality to take USC to the next level on our AI journey.
- A technologist with a teacher's heart!

The University of South Carolina is the first in the state with Enterprise ChatGPT licensing. Come build your legacy at the state's flagship university, and join a dynamic team where you will have a seat at the table!

What's to love besides money? Any unique perks?

- **Downtown Location:** Enjoy working in the heart of Columbia, SC, with easy access to vibrant city life, dining, and cultural events.
- **Energetic Leadership:** Thrive under the guidance of an energetic and innovative leadership team dedicated to transforming IT at USC, making your role impactful and exciting.
- **Incredible Benefits You Will Not Find Elsewhere:** Over 30 paid days off, paid tuition, state benefits, state retirement, and more!
- **Professional Development:** We take investing in you seriously! We offer generous professional development opportunities throughout each year.
- **Love Where You Work:** You can take incredible pride in working for South Carolina's flagship university.
- **The Best Part:** Oh, and did we mention we have an AWESOME Team?

This is an on-site role in downtown Columbia, SC that will report to the upcoming USC AI Garnet Foundry.

Job Related Minimum Required Education and Experience:

Requires a bachelor's degree in a job related field and 4 or more years of job related experience, which may be substituted by an equivalent combination of job related

certification, training, education, and/or experience.

Preferred Qualifications:

Master's degree in educational technology, Computer Science, Data Science, Artificial Intelligence, Instructional Design, or a related field. A strong foundation in both AI/Machine Learning *and* education/pedagogy is essential. The ideal educational background includes exposure to AI topics as well as learning theory. Experience Level: Generally, the ideal candidate would have a diverse background that may include time spent as a teacher or trainer, plus time in a technical role involving AI, or an academic role focusing on educational technology research.

Knowledge/Skills/Abilities:

- **AI and Prompt Engineering Knowledge** – Understanding of AI fundamentals, prompt engineering, and AI agent development.
- **Curriculum Design & Teaching** – Experience creating and delivering instructional content, workshops, and hands-on learning.
- **Technical Proficiency** – Skill in using AI tools (e.g., ChatGPT) and platforms for text, image, and data generation.
- **Communication & Collaboration** – Strong interpersonal skills with the ability to communicate complex topics clearly and work effectively with diverse campus stakeholders.
- **Customer Service Orientation** – Demonstrated commitment to user support, responsiveness, and improving the learner experience.
- **Ethical AI & Critical Thinking** – Awareness of AI ethics, bias, and limitations; ability to integrate these concepts into teaching.
- **Administrative & Organizational Skills** – Ability to manage training logistics, track outcomes, and maintain accurate program records.

Job Duty:

Curriculum Development of AI Literacy Content: Design, develop, and continually update AI-related instructional materials and curricula for use in courses, workshops, and training programs. This includes creating workshops, syllabi, lesson plans, hands-on exercises, assignments, and assessments that cover topics such as AI fundamentals, machine learning concepts, prompt engineering techniques, and chatbot/agent

development. Ensure the curriculum aligns with relevant educational standards, institutional learning goals, and best practices in AI education. Incorporate the latest advancements in AI and real-world case studies into the learning content, so that the material stays current and engaging. Develop interactive and engaging learning resources (multimedia presentations, demonstration videos, AI tool simulations, and practical exercises – to cater to different learning styles)

Essential Function:

Yes

Percentage of Time:

25

Job Duty:**Teaching and Training (AI Fluency & Prompting):**

Deliver educational sessions that build AI fluency and prompt engineering skills among faculty, staff, and students. This involves organizing and teaching workshops, seminars, semester-long courses, or bootcamps on topics including:

- Offer practical training on using AI tools (such as how to interact with a generative AI like ChatGPT or other platforms for text, image, or data generation).
- Present topics such as Prompt engineering: guiding learners in crafting precise, effective prompts to obtain desired outputs from AI, and iterating prompts to improve results
- Teach others how to build AI agents by instructing participants how to create simple AI-driven agents or chatbots. Offer instruction on ethical and responsible AI use: integrating discussions on AI ethics, bias, and limitations into all training. Teach learners to critically evaluate AI outputs, check for accuracy (fact-checking), and be mindful of biases or “hallucinated” information from AI

Essential Function:

Yes

Percentage of Time:

25

Job Duty:

Agent Development

Collaborate with stakeholders (faculty or departments that will use the chatbot) to define requirements and use cases for each AI agent. Develop agent's dialog flows and integrate with appropriate AI platforms or frameworks. Conduct thorough testing and debugging of the AI agents in pilot runs, and optimize their performance based on user feedback to ensure a high-quality user experience.

Ensure synergy in AI-related efforts across the campus and avoiding silos.

Essential Function:

Yes

Percentage of Time:

25

Job Duty:**Evaluation and Continuous Improvement:**

Establish methods to evaluate the effectiveness of AI educational initiatives and use those insights for continuous improvement.

Continuously update your own knowledge of AI and pedagogy. Dedicate time to keep pace with the rapid developments in AI technology (such as, but not limited to, new algorithms, tools, AI-powered educational platforms) and in educational research on AI-literacy and digital learning.

As AI is a fast-evolving field, establish a process to review and refresh curriculum content regularly (e.g., each semester) to integrate new AI tools, updated guidelines, or emerging use cases that are relevant to the university's goals.

Essential Function:

Yes

Percentage of Time:

20

Job Duty:

Other

Other duties as assigned, may include but is not restricted to completing designated projects originating through internal resource planning and demand processes.

Essential Function:

Yes

Percentage of Time:

5

Safety Sensitive or Security Sensitive:

No

Hazardous weather category:

Non-Essential

Number of Vacancies:

3

Desired Start Date:

09/01/2025

Job Open Date:

07/15/2025

Job Close Date:

11/05/2025

Open Until Filled:

No

Special Instructions to Applicant:

This posting is a re-advertisement. Applications previously submitted are all being considered. Previous applicants do not need to reapply.

Positions are advertised for a minimum of five (5) business days on our job website. After five (5) business days, positions can be closed at the discretion of the department at any time. This employment site is updated on a regular basis. The length of the

recruitment and screening process may vary from position to position, depending upon a variety of factors. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted by phone or email.

We are only accepting applications submitted by November 5, 2025.

Quicklink for Posting:

<https://uscjobs.sc.edu/postings/190491>

EEO Statement:

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of age, ancestry, citizenship status, color, disability, ethnicity, familial status, gender (including transgender), gender identity or expression, genetic information, HIV/AIDs status, military status, national origin, pregnancy (false pregnancy, termination of pregnancy, childbirth, recovery therefrom or related medical conditions, breastfeeding), race, religion (including religious dress and grooming practices), sex, sexual orientation, veteran status, or any other bases under federal, state, local law, or regulations.

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