



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Instructor

**Department:** Workforce Reimagine Grant

**Status:** Part- Time and Full-Time Exempt

**Location:** Shorter College campus

**Salary Expectations:** Commensurate with education and experience

**Work Schedule:** Day and Evening Hours

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Instructors will teach as part of the Workforce Reimagine Grant Provide a supportive learning environment that encourages student responsibility and that incorporates challenging instructional strategies/content. Instructors will be responsible for delivering the curriculum, as well as evaluation of the curriculum. Instructors will teach courses such as Entrepreneurial Studies or Information Technology and provide the creation of learning modules. Instructors will assist students and provide feedback on student progress and teach online guided courses.

Instructors will also deliver performance-based, learning-centered instruction in accordance with the Workforce Reimagine Grant by:

- Use technology to enhance teaching and learning, as well as other aspects of work.
- Communicate regularly and provide consistent feedback to students about successful course completion.
- Maintain accurate attendance, student success, and scholastic records of students and submit required reports according to published deadlines.

## **EDUCATION and/or EXPERIENCE**

A minimum of a Master's degree in Business, Information Technology or a related field, and:

- Sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Passion for working with students, desire to teach
- Exceptional interpersonal/customer service skills
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned

**LANGUAGE SKILLS:** Ability to communicate effectively orally and in writing.

**REASONING ABILITY:** Ability to work effectively with individuals from diverse educational and socio-economic backgrounds.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None required

**WORK ENVIRONMENT:** College campus setting. Flexible and adaptable to constant change.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu)  
or Mail to: 604 Locust Street, North Little Rock AR, 72214