

## Job Vacancy Notice

**Job Title:** Work Readiness Instructor (Continuing Education Teacher - Hourly)

**Job ID:** 20202

**Location:** Hostos Community College

**Full/Part Time:** Part-Time

**Regular/Temporary:** Regular

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### FACULTY VACANCY ANNOUNCEMENT

The CUNY Fatherhood Academy (CFA) is a comprehensive program designed to promote responsible parenting and foster economic stability for unemployed and underemployed young fathers through education, employment, and personal development. Increased familial engagement, attaining a High School Equivalency diploma, enrolling into college and/or finding gainful employment are essential goals of the CFA.

The program's central focus is to help young fathers prepare for and enroll into college or training programs, with the understanding that earning a college degree is the most effective path toward providing long-term economic sustainability for themselves and their families. The program is targeted to serve Black and Latino fathers, ages 18-30, from throughout New York City.

Under the supervision of the Program Director, the Work Readiness Instructor (Continuing Education Teacher - Hourly) will provide students with work readiness and academic instruction while working collaboratively with program staff to identify and address specific academic and personal needs of each student.

The successful candidate will be responsible for the following:

- Prepares course outlines, to include course specific lesson plans that meet instructional objectives focusing on business communication, interviewing skills, resume and cover letter writing, job searching and financial literacy
- Revises curriculum outlines, syllabi, lesson plans, hand-outs, exercises and presentations
- Provides course specific instruction and skills training
- Facilitates college and career exploration exercises and activities
- Grades class assignments and examinations. Informs students of course requirements, evaluation procedures, academic progress and attendance requirements.
- Develops and implements student learning outcomes.
- Implements effective classroom management techniques.
- Reviews instructional content, methods, and student evaluations to assess strengths and weaknesses and develop recommendations for course revision and development.
- Integrates new theories, concepts, practices, innovations, or techniques relevant to work readiness and college entrance exams.
- Assists with identifying supplemental instruction support services for participants.
- Assists in the development of supplemental learning materials and activities to meet varying academic needs of students.

## **QUALIFICATIONS**

Educational and professional qualifications appropriate to teaching assignments.

The following qualifications are preferred:

- Bachelor's degree and two years' related experience teaching diverse student populations, especially non-traditional students in college/adult education context
- Knowledge of existing academic standards and familiarity with Common Core Learning Standards, TASC preparation, work readiness and college placement exams
- Strong training, facilitation and professional development skills
- Ability to motivate students and communicate effectively
- Experience working with students with developmental math/reading needs
- Ability to demonstrate good organization skills, positive interpersonal skills, and excellent communication skills
- Strong presentation, verbal and interpersonal communication skills to successfully work with and present to diverse learners and audiences
- Availability to work evening and weekend hours

## **COMPENSATION**

\$36.64/hr; up to 20 hours per week

CUNY offers faculty a competitive compensation and benefits package covering health insurance, pension and retirement benefits, paid parental leave, and savings programs. We also provide mentoring and support for research, scholarship, and publication as part of our commitment to ongoing faculty professional development.

## **HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please submit resume, cover letter, and three professional references.

## **CLOSING DATE**

Open until filled with review of applications to begin March 29, 2019.

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Faculty

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.