



One College Hill Road, Newton, NJ 07871

JOB POSTING DATE: June 15, 2018

Continuing Education Instructor: Business (Pooled Position)

SUMMARY

Instructor responsibilities include:

- Creating and teaching non-credit general and specific business courses, including Human Resource topics (team building, time management, problem solving, Customer Service, Basic Communications – verbal and written, business Etiquette and Personal Professionalism), Basic Math and Measurements, and QuickBooks.
- Demonstrated knowledge of discipline.
- Strong presentation, verbal and written communication skills.
- Ability to use technology in education as appropriate to the subject matter.

Majority of class schedules will be business hours during the day – courses are short duration 8 to 16 hours per topic. Classes may be offered evenings and weekends.

Qualifications:

- Appropriate Bachelor's or higher degree required.
- Professional Certification from a nationally recognized independent certifying body for the subject area preferred.
- Three or more years of professional work experience in the subject area.
- At least one year of classroom teaching experience with non-traditional adult learners required.

To Apply

Send resume and cover letter to Dawn Smith – djsmith@sussex.edu.

Please be specific in stating your areas of expertise and experience or course(s) you already have developed that align with the topics listed in the job description above.