



One College Hill Road, Newton, NJ 07871

JOB POSTING DATE: June 15, 2018

Continuing Education Instructor: Microsoft Office Certified (Pooled Position)

SUMMARY

Continuing Professional Education Instructor responsibilities include creating and teaching courses in your area of subject matter expertise. Class schedules primarily daytime business hours and could also include evening or weekend schedules.

Instructor responsibilities include:

- Demonstrate knowledge and Microsoft Certification in one or more of the following: Access, Excel, Outlook, PowerPoint, and Word.
- Strong presentation, verbal and written communications skills a must.

Qualifications:

- Appropriate Bachelor's or higher degree and professional certification for subject area.
- At least one year of classroom teaching experience with non-traditional adult students required.
- Three or more years of work experience in the subject matter.

To Apply

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