PART-TIME HOURLY POSITION
IN WORKFORCE DEVELOPMENT
EMPOWER PROGRAM

POSITION: PART-TIME SUBSTITUTE INSTRUCTOR, EMPOWER PROGRAM

DESCRIPTION OF DUTIES: Provide classroom instruction in the EmPower Program on an “as needed” basis. Responsible for teaching prescribed lesson plans utilizing provided coursework. Hours will vary between 8:00 a.m. and 5:00 p.m., Monday through Friday. This is a part-time hourly position with variable work hours not to exceed 20 hours per week.

MINIMUM QUALIFICATIONS: Associate’s Degree. Proficiency in MS Office (Word, Excel, Outlook and PowerPoint.) Excellent communication and interpersonal skills.

SALARY: $20.00 per hour

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

(POSTED ON FEBRUARY 10, 2014)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799