



Institute of Technology

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564 W Herndon Ave
Clovis, CA 93612
(559) 297-4500 Voice
(559) 297-5822 Fax
www.it-colleges.com

JOB ANNOUNCEMENT

January 14, 2010

POSITION: Human Resource Instructor

Under the supervision of the Business Division Director, the Instructor is responsible for communicating class content to students so that learning occurs, skills are developed, and students are motivated to continue to learn and to achieve their educational objectives. With daily supervision provided by the division director, all instructors will be responsible to the Director of Education

DETAILS:

- Part Time Position
- Hours- 5:30 pm-10:30 pm, Monday through Thursday

REQUIREMENTS:

- Associate Degree or higher
- 3 years of experience in Human Resources
- It would be helpful (not required) to have a PHR certification.

SALARY:

- Hourly-Negotiable

PRIMARY FUNCTIONS:

- Teach the depth and scope class material as outlined in the syllabus and approved course outline.
- Relate instruction to careers and employer expectations.
- Prepare and grade examinations based upon course objectives.
- Administer examinations according to schedule announced to students in course outline.
- Work creatively to discourage student withdrawal in all classes taught.
- Attend communication meetings, faculty meetings, in-service sessions, student orientation, graduation, and other school events as required by the school.

Applicants must submit a resume by email kposey@it-email.com or call (559) 326-1817

APPLICATION DEADLINE: Friday February 5th, 2010 at 4:00 p.m.

Institute of Technology is an Equal-Opportunity Employer and does not discriminate on the basis of ethnicity, color, sex, religion, creed, national origin, physical handicap, or age