

Job Title: Instructor
Reports to: COS Director of Workforce Development & CE
Terms: Part-time, As Needed
Salary: Paid Per Course, determined by credentials and experience

Position Summary:

College on the Square, WTC's Workforce Development and Continuing Education office, is looking for instructors to teach various short courses of interest to local businesses and members of our community. Courses can last from a few hours up to several weeks in duration and take place at various times (days, evenings, weekends) to meet business partner needs. Some courses will require special educational qualifications and certifications. Other positions may only require experience or training in a particular skill set.

Examples of Potential Course Offerings Include:

computer software training (QuickBooks, Excel, Photoshop, etc.), business accounting, workplace safety, welding, floral design, woodworking, photography, music, yoga, dance, food handling and food safety, childcare training, first aid, electronics, jewelry making, customer service skills, career readiness, or any industry-specific training for businesses.

If you are a trainer with an area business, we can assist with custom-designing curriculums and organizing training to meet your business needs.

If you have a special talent that you would like to teach informally, we can assist with creating a class.

Minimum Requirements:

- Experience in field of expertise
- Certifications (if applicable)
- Associate degree or higher (if applicable)
- Previous trainer or instructor experience preferred
- Ability to utilize different methods in delivering course material
- Basic computer skills or experience with presentation equipment
- Excellent interpersonal, teaching, and presentation skills

For more information please contact:

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