



ADMINISTRATIVE ASSISTANT PROFESSIONAL (AAP) PROGRAM INSTRUCTOR

The Administrative Assistant Professional (AAP) program instructor will teach Microsoft Word, Excel, Access, and PowerPoint courses.

Essential Job Duties and Responsibilities:

- Teach up to 30 hours per week.
- Prepare lesson plans.
- Deliver lectures and facilitate project-based learning (PBL) on various topics.
- Assist students in the learning process.
- Evaluate and monitor student progress.
- Keep necessary records to report satisfactory academic progress (SAP) to the campus dean.
- Attend quarterly instructor in-service meetings.
- Stay abreast with the novelties in education industry by attending professional development activities outside of CSI.
- Organize and lead field trips for students at least once per quarter.
- Actively contribute to program improvement.
- Provide academic advising and support to students.

Required Knowledge, Skills, and Abilities:

- Knowledge of pedagogical methods of teaching.
- Knowledge of project-based learning (PBL).
- Native or near-native ability to speak English.
- Ability to use the following equipment and software packages with proficiency:
 - Microsoft Office Suite
 - SAM software

Education and Experience:

The position requires a BA degree in any Liberal Art field. The instructors must be certified in MOS for Word or Excel or Access or PowerPoint within the first 6 months of employment at CSI.

Hourly Pay: \$20/hr