



## GENERAL EDUCATION INSTRUCTORS

Computer Systems Institute is hiring the specialists with the MA degree in different general education courses: Calculus I and II, Academic Writing I and II, U.S. History, World Cultures, Government and Politics, Global Environmental Change, General Physics, Electro-Magnetic Foundations, and Introduction to Philosophy.

### **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.
- 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).
- Ability to use the following equipment and software packages with proficiency:
  - Microsoft Office Suite
  - Learning Management System

### **Education and Experience:**

The position requires a MA degree in the related field and at least 2 years of teaching experience at a college level.

### **Hourly Pay:**

Commensurate with the degree and experience.