



Quincy College - HiSET and Pre- HiSET Instructors-Quincy Campus-Limited Part Time

About Quincy College:

Founded in 1958, Quincy College is a two-year, municipally affiliated college serving approximately 4,000 students at campuses located in Quincy and Plymouth, Massachusetts.

Quincy College Mission Statement

Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning. We foster valuable learning relationships that inspire students to realize their educational and professional futures.

Job Description:

The Workforce Development Department is seeking qualified, passionate HiSET and Pre- HiSET instructors. We are seeking instructors that can teach a morning program: 9am -12pm, Mondays, Tuesdays, Wednesday and Thursdays in Quincy. This position reports to the ABE/ESOL Program Coordinator.

Position includes 20 hours of which 12 hours of teaching and 8 hours of prep time, start date January 1st - June 30th 2022. Hourly rate is \$30.

- Prior teaching experience in course subject is preferred.
- Employ a variety of teaching methods to engage all students.
- Commitment to working assigned schedule.
- Excellent organizational skills and strong communication skills.
- Experience working with diverse populations.
- Ability to lead and conduct classroom courses and/or workshops
- Ability to use and learn technology
- Online teaching experience.
- Ability to utilize a variety of teaching methods to engage all students
- Able to provide and receive constructive feedback

Requirements:

- Required - Bachelor's Degree in an appropriate area of specialization and three years of appropriate experience, in postsecondary education.
- Preferred TABE E, or MAPT certified.
- Previous experience in ABE or HiSET program, academic advising, student services, and enrollment services.
- Understanding of Adult Learning Theories.
- Experience in teaching HiSET courses
- Ability to engage diverse students.

- Proficiency with Microsoft Word and Excel.
- Demonstrated ability to work independently and as a part of the team.
- Demonstrated experience in working effectively with low income, underserved adult learners and high school dropout students.
- Strong interpersonal, organizational and time management skills
- High level of customer service skills.
- Demonstrated ability to deal tactfully and effectively with a diverse group of clients at all levels.
- Ability to handle multiple assignments and meet deadlines.

Additional Information:

EEO Statement:

Quincy College is an equal opportunity employer committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Quincy College is committed to achieving a diverse workforce and complies with all Federal and Massachusetts State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Application Instructions:

Please submit the following documents online: <https://quincy.interviewexchange.com/jobofferdetails.jsp?JOBID=140025>

- Resume
- Cover Letter