PART-TIME WORKFORCE CONTINUING EDUCATION
COMPUTER INSTRUCTOR

RESPONSIBILITIES
- Meet every class session promptly and be fully prepared and ready for that session’s instruction
- Coordination and implementation of instruction in an orderly and professional manner
- Setup and cleanup classroom at the beginning and end of each class/session
- Curriculum design and development as needed by software subject and client
- Computer education and training industry research
- Maintain/update working knowledge of latest operating systems and software applications
- Attend mandatory policy and procedure, training and other instructional meetings
- Available for day and/or evening

QUALIFICATIONS
Required:
- Associate’s degree required
- Course work in desktop publishing, graphic design, web design, and computer applications
- Experience teaching computer applications and/or business systems courses
- Computer proficiency in Microsoft, Lotus, Corel, Adobe, Apple and other industry leading applications
- Excellent communication and presentation skills

Preferred:
- Bachelor’s degree
- Computer maintenance experience

SALARY
$30.00 per hour for scheduled courses. Day and/or evening hours available. Position will remain open until filled.

APPLICATION PROCESS
Interested candidates should send a resume, completed Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to: applymc@midland.edu.

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.