

Position Announcement

Summer 2019 Part-Time Business Instructor (Jackson, WY)

International Education Programs, within University of California Riverside (UCR) Extension, invites applicants to teach coursework related to management and hospitality as part of the Certificate in Management or Hospitality and Tourism Management programs at UCR. UCR Extension offers a professional certificate in conjunction with work within the Grand Teton Lodge Company. Course topics include Advanced Studies in Hospitality Management and Workplace Culture and Communication. Classes will be offered at Grand Teton National Park and will meet once a week (4 hours) over a 10-week period during the daytime from May-October 2019.

Instructor Duties

- Provide instruction in accordance with the established Instructional Agreement, curriculum, course outlines and class schedule
- Participate in scheduled orientations, meetings, and complete mandatory training programs by UCR's established deadlines
- Maintain timely, accurate academic records within the learning management system and submit all required course documentation by set deadlines
- Communicate teaching objectives and specific learning outcomes to students, and clearly outline the grading policies to the course
- Maintain appropriate standards of professional conduct of ethics
- Become familiar with and follow UCR Extension's Instructor Manual and Curricular Guidelines
- Respond to student questions and learning needs in a timely manner
- Stay current regarding the professional body of knowledge in the field of practice
- Complete required administrative tasks in a timely manner including: completing all hiring paperwork; submitting updated syllabi; signing instructor contract; submitting required textbook orders; communicating AV and classroom needs
- Employ culturally competent teaching methodologies in the classroom inclusive of international student populations
- Design interactive and motivational classroom activities to fully engage participants and to reinforce student learning
- Update materials periodically, and regularly monitor course evaluations in order to make adjustments and improvements to the curriculum

Basic Requirements

- Master's degree or higher from an accredited institution
- Extensive background and current work experience in the business industry (minimum 3-5 years)
- Interest and willingness to teach an international student audience
- Local (Jackson, WY) and available to teach on-ground, daytime classes during the week
- Successful candidates must be able to demonstrate that they are legally authorized to work in the United States

Preferred Qualifications

- University teaching experience at the undergraduate/graduate level (or corporate equivalent)
- Experience with online Learning Management Systems
- Experience traveling or living abroad
- UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.

Application Information

Individuals hired to teach these courses must understand that all such agreements with the University are made on a course-by-course basis and that the instructor has no guarantee, expressed or implied, of continual involvement with the University in any capacity.

Application materials can be submitted at <https://aprecruit.ucr.edu/apply/JPF01063>

For more information about International Education Programs, please visit <http://www.iep.ucr.edu/>. For more information about UCR Extension, please visit <http://www.extension.ucr.edu/>.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, or any other characteristic protected by law.