**Diplomatic Protocol Instructor**

**Reports to: Director, Office of Diplomatic Engagement and Training**

**Description:**

Borough of Manhattan Community College (BMCC) Center for Continuing Education is looking for professional instructors in Diplomatic Protocol through its Office of Diplomatic Engagement and Training who can deliver impactful training. The incumbent will be responsible for providing quality instruction to students by ensuring student satisfaction through the classroom or laboratory setting according to the program objectives. Interested candidates must have a strong knowledge of diplomatic protocol principles acquired through teaching and/or real-world application to be considered for this position.

This is a great opportunity for you to turn your technical proficiency, on-the-job experience and great communications skills into a rewarding part-time teaching opportunity. We're hiring instructors to meet the growing demand for our training programs. Put your experience to use and explore opportunities to teach courses that cover all of the knowledge, skills, and abilities of diplomatic protocol in international environments.

The student population is expected to consist of diplomats, consular staff, international relations professionals, managers or staff at global corporations and enterprises, as well as members of the general public. Individuals may have some background in diplomatic protocol prior to taking the course, although it is not required. Upon completion of the course, students should have obtained a basic proficiency in the principles and application of diplomatic protocol.

BMCC’s Continuing Education provides educational opportunities, including high demand certifications, for those aspiring to become global professionals. Our programs are designed to prepare students for direct entry into the job market and provide hands-on instruction. It is our goal to specialize in those areas for which the job growth potential is highest. Our hallmark is personalized, practical, real-world instruction that best prepares the student for his or her future while meeting the needs of employers.

To learn more about our college, please visit: [www.bmcc.cuny.edu/ace](http://www.bmcc.cuny.edu/ace)

**Job Responsibilities:**

Qualified to teach**: Diplomatic Protocol**

As an Instructor, you will be responsible for classes of up to 25 students. You will facilitate ‘real world’ scenario training, providing students with hands-on education where they will actually perform the skills you teach them in class.

* Provide quality and technically relevant instruction, assessment, and feedback in lecture and laboratory in diplomatic protocol with an emphasis on application in international environments.
* Prepare lesson plans with reading, activities, quizzes, and tests for students.
* Ensure course and program learning outcomes are delivered as defined by the course syllabus and program expectations.
* Answer students’ questions concisely and accurately
* Submit student progress reports upon class completion.

**Job Requirements:**

In the Instructor role, you must have a passion for teaching and experience managing student attendance, assignments, and class participation. We are seeking a strong communicator who can captivate and stimulate a classroom audience. You must be able to manage classes and handle typical student issues. Qualified candidates must possess strong decision-making skills and work efficiently with others. Other requirements of the Instructor role include:

* Experience teaching virtual, blended and in person courses on diplomatic protocol, particularly across cultures, diverse audiences, and international settings.
* Must have required subject matter expertise and outstanding communication skills
* Ability to utilize different methods and mediums in delivering course material.
* Teaches material from approved curriculum and develops daily lesson plans.
* Organizes, prepares and regularly revises/updates all course materials.
* Tracks and report on students’ attendance and grades.
* Designs assignments and tests to conform to the objectives of the courses in the curriculum.

**Education:**

Bachelor’s Degree (B.S.) from a four-year college or university.

**Required Experience:**

* 3+ years’ experience developing curriculums in diplomatic protocol.
* 5+ years’ in the field with direct experience in diplomatic protocol and working with international business/government audiences.
* Relevant certifications in diplomatic protocol highly recommended. A copy of all certifications will be required upon hiring.

**Job Types**: Part Time **-evening hours**

Instructional hours: 16 - 20 hours.

**Salary**: $45-$55 p/h

**How to Apply:**

**Candidates should email their resume and cover letter to** [**dkatz@bmcc.cuny.edu**](mailto:dkatz@bmcc.cuny.edu%20) **to be considered for this position.**