

Functional Title Instructor – Microsoft Office Software for Beginners

	Research Foundation (Y/N)	Tax Levy (Y/N)
List payroll title for type of payroll		
Payroll Title		CET
Payroll Title Code		
Title Group		
Salary Grade		
Position Type		Part-Time
Work Location		25 Broadway 8th Floor
	Min.	Max.
Salary		
Full-Time		
Salary	\$44.31	
Part-Time		
Weekly number of hours to work	3	6

INTRODUCTION TO DEPARTMENT

The Center for Continuing Education and Workforce Development at the Borough of Manhattan Community College offers business and professional development programs that are designed to provide individuals with the knowledge and skills necessary to succeed in the business world and enhance their professional growth. These courses cover a range of topics, from bookkeeping to the acquisition of notary public licenses, and career development activities tailored to meet the diverse needs of students and professionals. The content of these courses emphasizes the constantly shifting business landscape and prepares individuals for success in the workplace. They often include real-world case studies, examples, and resources to support evidence-based teaching. Professional development opportunities are crucial for employees since they introduce new skills and help hone existing ones – benefiting the workforce of businesses. Courses are taught in person.

JOB DESCRIPTION

Instructors will report directly to the Program Manager - Business, or designee, and have the following responsibilities:

- Microsoft Office instructors teach students the fundamentals of MS Word, Excel, PowerPoint, Teams, and Outlook, which help to prepare students for entry-level administrative positions in the private, public and not-for-profit sectors or equips them with the requisite software skills to write, calculate, communicate and make presentations efficiently and effectively to complete course assignments at two- or four-year colleges.

QUALIFICATIONS

- Microsoft Office instructors should have 2 to 3 years of experience in an office setting using MS Office and be fully knowledgeable in demonstrating applications of all fundamental areas of Excel, Word, Teams, PowerPoint, and Outlook in the classroom.
- Microsoft certification is preferred.

- Applicants should be graduates of either an accredited two-year community college with an associate degree or a four-year college or university with either a Bachelor of Science or Bachelor of Arts degree.

PREFERRED QUALIFICATIONS

- Demonstrated teaching experience in Microsoft Office software – Excel, Word, PowerPoint, Teams, and Outlook.
- Experience with curriculum development.
- Highly organized and focused with superior follow-through and attention to detail as well as excellent communication and strong time management skills.

Open until position is filled. Reviewing resumes will begin immediately.

How to Apply:

Candidates should email their resume and cover letter to ACE@bmcc.cuny.edu with the subject line “application – Microsoft Office Software for Beginners” to be considered for this position.