



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

Non-Classified Opening

INSTRUCTOR - ENGLISH/ORAL COMMUNICATIONS

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. Interested candidates are encouraged to apply *as soon as possible*.

This position will begin in August 2018.

Salary Range: \$43,000 – \$45,000 Full-Time with Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Plans, implements and provides instruction and assessment for Oral and Written Competency education as directed by the Social and Behavioral ways of knowing.

EXAMPLE RESPONSIBILITIES:

Plans, implements, and delivers instruction for the education at CEI. Instruction for this position will align with the competencies for oral and written communication and the assessment of outcomes provided by the State Board of Education. This position helps articulate the mission of the general education division; prepares and strives to achieve annual divisional goals and the strategic goals of the College; participates in the department responsibilities of CEI and serves on committees when required; evaluates student progress and clearly defines academic goals for student success; holds designated office hours and meets with students to promote success and learning; participates in department planning and expansion; evaluates and recommends purchases of equipment and supplies needed to meet program goals; supports activities, events, ceremonies and other functions of CEI; provides leadership within CEI and community in promoting mission and goals of College.

MINIMUM QUALIFICATIONS:

- **KNOWLEDGE AND FAMILIARITY WITH:** Subject in discipline with teaching knowledge and best practices experience
- **EXPERIENCE:** Teaching experience at college level
- **ABILITY TO:** Effectively motivate students to learn; work with other faculty to promote collaboration
- **EDUCATION:** Master's degree in core subject area

ADDITIONAL DESIRED QUALIFICATIONS:

- EXPERIENCE: Five years of teaching experience and leadership roles within the education system
- EDUCATION: Doctorate in core subject area

PHYSICAL DEMANDS/WORK ENVIRONMENT:

This is largely a sedentary role; however, some filing and data entry is required, as is the ability to deliver instruction. This would require the ability to lift files or instructional materials, open filing cabinets, bend or stand as necessary.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

- State of Idaho Employment Application
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.