

Computer Instructor (Microsoft Office 2016 Suite)

Micro-Easy Vocational Institute in El Sobrante, CA 94803

3851 San Pablo Dam Road, El Sobrante CA 94803

Compensation: \$20 to \$23 Hourly **Benefits Offered*:** Medical, Vision

Employment Type: Part Time

Do you have a passion for teaching? Do you remember some of the teachers who are passionate about their job and inspired you to become a business professional that you are today? Help Micro-Easy Vocational Institute (MEVI) build Microsoft Office skills for jobs in demand and invest in our student's future!

Since 2000, MEVI has been fulfilling our vision to be the premier career training school and provider of Information Technology skills in Contra Costa County, measured by student satisfaction and focused training programs that provide skills in demand by local employers. Our experienced faculty, trains future Office administrators, administrative assistants, sales executives, customer service representatives, etc. We also offer I.T. career training programs with industry certifications (CompTIA A+, Network+, Security +). MEVI is licensed by BPPE to operate and listed on ETPL.

Micro-Easy is located in the El Sobrante downtown area, and at walking distance away from restaurants, food trucks and strip malls. (2-minute drive from Hilltop Mall, Richmond Ca); with easy access from both Hwy 80-East and Hwy 80-West; public transportations is half-a-block from the School campus).

Classes are offered 9 am to 1 pm (Mon-Fri.); 5 pm – 9 pm (Mon- Thursday) each week. We're expanding the frequency of our course sessions. Thus, we need instructors that want to make a difference in our students' lives.

Instructor - Essential Duties and Responsibilities:

- Excite student learning through skills lab, theory discussions, and tutoring.
- Facilitate active and ongoing classroom management
- Maintain high energy level and engage students to ensure an excellent student experience
- Work collaboratively with administrators, faculty, and other team members
- Effectively guide learning and learner development
- Develop student remediation plans as necessary
- Efficiently use a coach approach to build productive educational relationships with students
- Serve as a positive role model for students in their professional/social development
- Maintain Industry certifications currency, professional development activities, educational research, trends, and best practices.
- Attend graduations, and other campus events as required

Required Qualifications:

- Microsoft Office Specialist (MOS) or
- Teaching/ Work experience plus a college degree
- Excellent interpersonal communication, presentation, and leadership skills
- High level of problem-solving and decision making aptitude

If you are interested in teaching Business Information Technology or Computer Application classes, apply today!

Visit www.micro-easy.com for course descriptions.

Job Type: Part Time (Contract positions)

Salary: DOE

Kola Onafowode, CEO

Micro-Easy Vocational Institute

"We go the extra mile in building I.T. experts!"

3851 San Pablo Dam Road

El Sobrante, CA 94803

www.micro-easy.com

<https://www.facebook.com/MEZ4US/>

About Micro-Easy Vocational Institute:

Micro-Easy Computer, Inc dba MEVI has been providing computer repair (PC & Apple) and IT services for small businesses in the Bay Area since 1985. Since 2000, Micro-Easy Vocational Institute (MEVI) has been fulfilling our vision to be the premier career training school and provider of Information Technology skills in Contra Costa County, measured by student satisfaction and focused training programs that provide skills in demand by local employers. Our experienced faculty train future PC Technicians, I.T. Support specialists, Computer network Specialists, Web designers, Web developers, and Webmasters. We also prepare our students for clerical, administrative assistant, and customer service positions with our customized curriculum for job seekers and career changers including veterans. MEVI is licensed by BPPE to operate and listed on ETPL. Our training partners include Department of Rehabilitation (DOR), Department of Labor (DOL), Workforce Investment Board (WIB), City of San Pablo, Veterans Administration...sponsor most of our students.

*-Benefits eligibility, after 12 months of continuous employment.