



Position available: Hospitality Employment Instructor/Employer Engagement Specialist, International Institute of Minnesota

Department: Hospitality

Supervised by: Molly Hayes, Program Director

FLSA Status: 0.8 Position (30 hours per week), Exempt, Salary

Prepared Date: January 24, 2017

Description

The Employment Instructor will work with clients in the Hospitality Program at the International Institute of Minnesota. The Hospitality Program provides employment services for New American women including refugees, asylees, and other eligible immigrants. Participants take a 6-week Hotel Housekeeping Class, a 3-week supervisory class, or semester-long (once-weekly) bridge classes to prepare them for obtaining employment in the hospitality industry within the Minneapolis-St. Paul area. The instructor will teach Hotel Housekeeping (15 hours per week for 6 weeks, held 6 times annually) and Hospitality Supervisor Class (6 hours per week for six weeks, held twice annually), and be responsible for updating the curricula and tracking attendance. When class is not in session, the Employment Instructor will conduct regular trainings, serve as a resource for hospitality industry employers, and engage in program recruitment. Come join our creative, diverse, and nationally-recognized program!

Duties

- Teaches the Hotel Housekeeping and Hospitality Supervisor Class
- Develops and maintains positive employer relationships to create job opportunities for program participants
- Arranges class visits to hotels and employers, and invites former participants working in housekeeping to talk to class
- Recommends curriculum changes based on participant and employer feedback
- Researches industry and employment trends, developing and maintaining relationships with private and public sector partners to further enhance our living curricula
- Takes and enters attendance in SID/MABE and documents student progress
- Attends ACES and CCRS training regularly
- Communicates student needs to the program director and manager; attends project and all-staff meetings
- Responsible for program marketing and student recruitment
- Promotes an interactive classroom with a heavy emphasis on student participation
- Fosters a “can-do” attitude in the classroom regarding employment and language learning
- Address all literacy skills: speaking, reading, writing, and listening
- Assists at Festival of Nations (annual event) and other duties as assigned

Qualifications

- Has a M.A. in Adult Education, Education or Linguistics and a history of related teaching experience
- Is enthusiastic, flexible, professional, responsible and able to work autonomously
- Promotes an interactive classroom with a heavy emphasis on student participation
- Has proven communication skills, both verbal and written, and the ability to negotiate and problem solve
- Is able to motivate and make learning accessible as well as stimulating

- Is comfortable working on a team and making group decisions
- Experience working with immigrants and/or refugees preferred
- Has experience developing ELL curriculum and working with employers
- Is organized, creative, and a self-starter
- Excellent written and oral communication skills
- Highly organized and able to handle multiple projects simultaneously
- Skilled in problem solving and able to independently address issues as they arise
- Contacts in the human resources field or hospitality industry helpful

To Apply: Submit cover letter and resume to Molly Hayes via email (mhayes@iimn.org). ***No phone calls or walk-ins, please.*** Position is open until filled.