



Position available: Hospitality Instructor, International Institute of Minnesota

Department: Hospitality

Supervised by: Molly Hayes, Program Director

FLSA Status: 0.7 Position (26.25 hours per week), Exempt, Salary, Benefits-eligible

Prepared Date: May 25, 2017

Description

The Instructor will work with clients in the Hospitality Careers Pathway Program at the International Institute of Minnesota. The Hospitality Careers Pathway Program provides integrated education and training as well as employment services for low-income New American (refugee and immigrant) women. 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 curricula and tracking attendance. When class is not in session, the 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

- Teach the Hotel Housekeeping and Hospitality Supervisor Class
- Develop and maintain positive employer relationships to create job opportunities for program participants
- Arrange class visits to hotels and employers
- Recommend curriculum changes based on participant and employer feedback
- Research industry and employment trends
- Develop and maintain relationships with private sector partners to further enhance our living curricula
- Enter attendance into database and document student progress
- Communicate student needs to the program director and manager; attend project and all-staff meetings
- Responsible for program marketing and student recruitment
- Promote an interactive classroom with a heavy emphasis on student participation
- Foster 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 in May of each year) and other duties as assigned

Qualifications

- (Preferred) Has a M.A. in Adult Education or ESL and a history of related teaching experience
- Has experience and interest in working with recent immigrants and/or refugees
- 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
- Has experience developing ELL curriculum and working with employers
- Excellent written and oral communication skills
- Highly organized and able to handle multiple projects simultaneously
- 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.