



INTERNATIONAL INSTITUTE
of Minnesota

Position available: Hospitality Instructor, International Institute of Minnesota

Department: Hospitality

Supervised by: Molly Hayes, Program Director

FLSA Status: 0.5 Position (18.5 hours per week), Hourly

Prepared Date: March 22, 2017

Description

The Hospitality Instructor will work with clients in the Hospitality Program at the International Institute of Minnesota. The Hospitality Program provides employment training and placement services for New American women including refugees, asylees, and other eligible immigrants. Participants take one of 3 career pathway levels of integrated education and training in Hospitality: a 6-week Hotel Housekeeping Class, a 3-week supervisory class, or a semester-long (once-weekly) community college bridge class to prepare for employment in the hospitality industry in the Twin Cities. 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 6 weeks, held twice annually). The Instructor will also be responsible for updating the curricula and tracking student attendance. When class is not in session, the Hospitality Instructor will assist with student recruitment, engage in curriculum development, and serve as a resource for hospitality industry employers. 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 field trips and guest speakers
- Recommends curriculum changes based on participant and employer feedback
- Researches industry and employment trends; develops and maintains 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
- Communicates student needs to the program director and manager; attends project and all-staff meetings
- Assists with student recruitment
- Promotes an interactive classroom with a heavy emphasis on student participation
- Address all literacy skills: speaking, reading, writing, and listening
- Assists with Festival of Nations (annual event) and other duties as assigned

Qualifications

- Has a history of related teaching experience with New Americans (immigrants and refugees)
- (Preferred) MA in Adult Education, ESL, or Linguistics
- Is enthusiastic, flexible, professional, responsible and able to work autonomously
- Is comfortable working on a team and making group decisions
- Has experience developing ELL curriculum and working with employers
- Excellent written and oral communication skills
- 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.