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Idaho Falls, ID  
(208) 524-3000

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

**EMAIL:**  
[hr@cei.edu](mailto:hr@cei.edu)

## **INSTRUCTOR – ENGLISH** **College of Eastern Idaho**

**Open for Recruitment:** Open until filled. First application review will be the week of February 18, 2019 – interested candidates are encouraged to apply *as soon as possible*.

**Rate of Pay:** \$55,000 Annually (11 Month Contract) Full-time with Competitive Benefits.

**Location(s):** Idaho Falls Campus

### **SUMMARY:**

Plans, implements, and provides instruction and assessment for English education as directed by the written communication GEM competencies, defined by the Idaho State Board of Education. Must have experience, be proficient at the delivery and teaching of online English classes, and be an engaging lecturer for face-to-face class. Must be familiar with the Quality Matters model of online teaching.

### **GENERAL RESPONSIBILITIES:**

Plans, implements, and delivers instruction for English courses at CEI. Instruction for this position will align with the competencies for 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, and provides leadership within CEI and the community in promoting the mission and goals of the College.

### **MINIMUM QUALIFICATIONS OR REQUIREMENTS:**

- **KNOWLEDGE:** excellent understanding of subject discipline 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 or master's degree in a similar discipline with at least 18 credit hours of graduate course work in the discipline being taught.

### **ADDITIONAL DESIRED QUALIFICATIONS:**

- **EXPERIENCE:** five years of teaching experience and leadership roles within the education system
- **EDUCATION:** doctorate in core subject area

**HOW TO APPLY:**

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

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. 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](mailto: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.