



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

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

EMAIL:
hr@cei.edu

Non-Classified

Opening

Adjunct Sales and Customer Service Instructor

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. Interested candidates are encouraged to apply *as soon as possible*.

Adjunct - \$2,400 (\$800/credit hour)
Spring Semester – January 8, 2018 – May 4, 2018

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Business Office Technologies Division Manager. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: This position will teach the MKT 103 Sales and Customer Service course (course description is on page 71 of the online CEI catalog).

RESPONSIBILITIES:

- Instructing students
- Evaluate their progress and facilitate students in attaining their educational goals
- Providing course syllabus (which shall include grading standards, attendance policies, classroom behavioral expectations, course outline, and contact information)
- Verifying student enrollment and submitting grade sheets in a timely manner
- Maintaining a positive, helpful, and constructive attitude and work relationship with the program manager, division manager, other instructional staff, students, and the community.

MINIMUM QUALIFICATIONS OR REQUIREMENTS:

Significant industry experience in customer service, sales, and/or related industry. Excellent communication skills.

ADDITIONAL PREFERRED QUALIFICATIONS:

- Teaching experience in post-secondary education
- Knowledge of Idaho post-secondary education policies and procedures
- Computer skills in Microsoft Office and Blackboard Course Management system

HOW TO APPLY:

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

1. State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/HR/hrstateofidahoemploymentapp.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

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.