Adult Educator Position - Learning Resource Center Instructor

A Michigan company seeks a part-time adult educator to serve as Instructor at its Southfield Center. The instructor is responsible for working with employees in a non-traditional setting, providing assistance with Microsoft Office products, complex internet searches, resume and interviewing techniques, and other educational needs of working adults. Must be available to work a flexible schedule of 14 hours per week Monday through Friday (site specific) with occasional meetings (some travel for meetings is necessary). Highly competitive pay. Equal Opportunity Employer.

Distinguishing Characteristics

* These professionals must be flexible and comfortable addressing a wide variety of issues and employee concerns
* Instructors must not only inspire and guide employees; these professionals must earn the employee’s trust.
* Confidentiality is vital. Respecting the employee’s privacy is imperative.
* Well-honed advising and communication skills are an important attribute, as they are required to interact continually with all levels of adult learners.
* Must be an approachable “people person”, willing to work with adults one-on-one in a non-traditional setting.

While much of the work in this position is in one-on-one settings; instructors may occasionally participate in group meetings. Must maintain and assist with the smooth operation of the learning center. Will prepare materials to promote and support the learning resource center. Coaches employees in developing prior learning credit portfolios required by colleges or universities. Writes and/or edits newsletters and brochures.

Minimum Qualifications

* Intermediate level computer skills in the Microsoft Office Suite, and the ability to conduct extensive internet searches. Superb writing skills are a definite plus.
* A bachelor's degree is required (a master’s degree is preferred) in education, counseling or a field related to the adult education experience in a non-traditional setting.
* Two years of teaching, advising or similar experience is required. Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been obtained will also be considered.

INTERESTED CANDIDATES SHOULD SUBMIT RESUME AND COVER LETTER TO:

[ldrayton@bcbsm.com](mailto:ldrayton@bcbsm.com) and [vbrown@bcbsm.com](mailto:vbrown@bcbsm.com)