Community Education Instructor

Do you have a talent, skill or interest that you would like to share with others? The Workforce & Economic Development division of WVU Parkersburg is accepting applications for part-time, non-credit instructors to teach courses in their area of expertise, competency or passion. Creative and innovative courses are encouraged. Instructors teach and/or help develop courses to serve the personal education needs and interests of the community, and earn $25 per contact hour. Areas of instruction may include, but are not limited to:

- First Aid
- CPR Training
- Protecting Yourself from Identity Theft
- Bill Paying Online
- Ballroom Dancing
- Employment Law Fundamentals for Supervisors
- Understanding Financial Statements
- Instant Piano Playing for Hopelessly Busy People
- Introduction to Auto Mechanics
- How Your House Works – Understanding Home Maintenance
- Raised Gardens
- Herb Gardens
- Italian Cooking
- Upholstery Class
- Cooking for Two
- Crocheting
- Quilting
- First Time Home Buyer Course
- Managing & Maintaining Good Credit
- Conversational Foreign Language
- Wild Mushroom Class
- Pet First Aid
- Creative Writing
- Cake Decorating
- Animation
- Developing Computer Apps
- Fairy Gardens
- Canvas & Wine
- Basic & Advanced PowerPoint
- Intro to, Intermediate & Advanced Word
- Intro to, Intermediate & Advanced Excel
- Managing Stress
- Advantages of a Home-Based Business
- QuickBooks
- Google: Gmail, Docs, Drives, Calendar
- Buying & Selling on eBay
- Bird Watching
- Creating Holiday Ornaments
- Digital Camera Photography
Minimum Qualifications

- Significant expertise and experience with topic.
- Excellent communication and organizational skills.

Preferred Qualifications

- Related degree or professional experience.
- Experience with course development.
- Experience teaching adults in a non-credit or community setting.

Special Instructions to Applicants

Please complete the Community Education Class Proposal Form (click here) and submit with your résumé and/or cover letter:

- electronically to Michele.Wilson@wvup.edu
- by fax to 304.424.8266
- in person during normal office hours, 8 a.m. – 4 p.m., at the Workforce & Economic Development Office
- or by mail to: Michele Wilson, Executive Director, Workforce & Economic Development, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104

These positions are part of an ongoing pool of applicants. The division will review applications as positions become available or in response to a course proposal. Please contact Michele Wilson at 304-424-8355 or Michele.Wilson@wvup.edu with questions or for more information.