

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	Conversational Foreign Language
CPR Training	Wild Mushroom Class
Protecting Yourself from Identity Theft	Pet First Aid
Bill Paying Online	Creative Writing
Ballroom Dancing	Cake Decorating
Employment Law Fundamentals for Supervisors	Animation
Understanding Financial Statements	Developing Computer Apps
Instant Piano Playing for Hopelessly Busy People	Fairy Gardens
Introduction to Auto Mechanics	Canvas & Wine
How Your House Works – Understanding Home Maintenance	Basic & Advanced PowerPoint
Raised Gardens	Intro to, Intermediate & Advanced Word
Herb Gardens	Intro to, Intermediate & Advanced Excel
Italian Cooking	Managing Stress
Upholstery Class	Advantages of a Home-Based Business
Cooking for Two	QuickBooks
Crocheting	Google: Gmail, Docs, Drives, Calendar
Quilting	Buying & Selling on eBay
First Time Home Buyer Course	Bird Watching
Managing & Maintaining Good Credit	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 wed@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: Logan Mace, Program Coordinator, 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 Logan Mace at 304-424-8383 or wed@wvup.edu with questions or for more information.