



Position Title: Professional Business Systems Instructor

Summary:

We are a nationally accredited private career college looking for part time and full time instructors to teach General Education courses. A Masters level degree is required. We have campuses in Atascadero, San Luis Obispo, Santa Maria, and Oxnard – employee chooses preferred campus. Full benefit package offered to all FT positions.

Educational Requirements:

- Master's degree with minimum 18 credit hours in any TWO of the following areas:
 - Math
 - Biology
 - Physical Science
 - Psychology
 - Sociology
 - History
 - English

Knowledge Requirements:

- Working knowledge of the following general business principles:
 - Business management
 - Marketing
 - Project management
 - Business communications
 - Entrepreneurship

Job Skills:

- Strong computer knowledge
- Advanced Microsoft Office Suite skills
- Excellent communication skills

Job Tasks and Responsibilities:

- Implement and deliver prepared business based lesson plans that lead to student comprehension of curriculum concepts
- Lead online classes within the Professional Business Systems program
- Assess student progress, maintain accurate records, provide student feedback
- Communicate frequently with students and colleagues
- Work hands on with students in a variety of courses and applications

Job Perks:

- Full benefit package
- Paid time off and paid holidays
- Some flexibility in scheduling hours
- Professional environment with a family atmosphere

Company Overview and Description:

Laurus College strives to make our learning environment a place where caring and excellence thrives. We are a career college that aims to provide a comprehensive training approach that enables students to apply what they have learned in the classroom to real life situations.

To Apply:

- Serious candidates only
- Specify “PBS Instructor” in the subject line of your email
- Attach all documents in either Word or PDF format
- Email your resume, cover letter, and salary requirements to the Human Resources Department at: hr@lauruscollege.edu
- No phone calls please; please note, meeting the basic requirements of the job posting does not guarantee an interview. Thank you for your interest in career opportunities with Laurus College!