

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Professional Services Specialists 4 – Lead Instructor (Unclassified)

Requisition Code:

492828

Location:

Atlantic City, New Jersey

Job Category:

AFT Professional Staff

Department:

Office of Continuing Studies and Adult Education

Salary:

Grant Funded

Work Hours:

Monday-Friday; 9am-5pm

Posted Date:

12/18/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

The Full-Time Lead Instructor will report to the Director of the Office of Continuing Studies and Adult Education and the Program Manager of the Atlantic County Work First New Jersey Program. This is a temporary grant-funded position ending June 30, 2024, and may not be renewed until the following year. The Lead Instructor will assist in all activities related to the Atlantic County Work First New Jersey Program.

Descriptions of Essential Duties/Responsibilities:

- Oversee part-time instructional staff.
- Audit existing and research and select new curriculums and learning materials.
- Conduct assessments to determine educational functioning levels and career interests/readiness.
- Provide direct instruction, including the scope and sequencing of lessons/assessments in the following content areas:
Life/Social Skills, Job Skills Training and Job Search/Job Readiness
- Oversee online occupational training activities.
- Assess and refer clients to outside vendors for no cost high school diploma preparation classes.
- Utilize online learning platforms such as the Conover Work Readiness Program.
- Provide digital and financial literacy instruction using traditional classroom materials and digital platforms such as
Google Suite, Cash Course, Khan Academy and Microsoft Financial Literacy.
- Compile, prepare and maintain client academic progress and attendance records.
- Utilize various instructional technologies to enhance learning.
- Provide job development services such as resume and cover letter writing, interview techniques instruction, etc.
- Perform other duties as assigned by the Program Manager.

Required Qualifications:

- Must have at least three (3) years experience teaching Adult Learners from diverse populations.
- Must exhibit a high degree of knowledge and experience in developing and coordinating training programs and services for workforce program participants.
- Must have a minimum of a bachelor's degree.
- Candidates must be able to provide instruction to a diverse population in both one-on-one and small-group.
- Must be proficient in Microsoft products or comparable product.
- Must have New Jersey workforce grant experience or comparable.

Preferred Qualifications:

- 2+ years experience working as an instructor/teacher in a secondary or post-secondary education system.
- Experience working with marginalized students with significant barriers to success.
- Ability to build relationships with students to maximize their skills, interests, and needs leading to unsubsidized

employment.

- Prefer experience with virtual learning platforms such as Google Classroom or Microsoft Teams and with using instructional technologies software.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial Undergraduate transcripts

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.