MSU Migrant Student Services
High School Equivalency Program (HEP)

Job Title: Evening Online Instructor

**Job Description**
MSU HEP Evening Instructor will assist the MSU HEP Associate Director and MSU Migrant Student Services (MSS) Director in the effective and efficient GED instruction to HEP participants. This is a 20 hours per week $19 an hour, 9-month temporary position including some evening and weekend hours.

**Duties and responsibilities**
Administer culturally relevant GED preparation instruction and materials to migrant/seasonal farmworker participants admitted to MSU HEP; coordinate and manage student development and test assessments; provide academic and career advising to enhance the success of students.

- Provide instruction for GED subject areas of Reasoning through Language Arts, Social Studies, Sciences, and Mathematical Reasoning. The instruction could be in Spanish or English, using online services or in-person classes.
- Assist with late afternoon/early evening tutoring sessions and post-secondary placement workshops.
- Maintain accurate records on students’ participation and provides report to supervisors.
- Assist in the development of GED subject’s curricula for MSU HEP purposes.
- Plan, coordinate and present and/or attend student development &/or enrichment activities.
- Attend regular HEP faculty and staff meetings.
- Assist in assuring that program goals and objectives are achieved.
- Timely submission of payroll timesheets on a bi-weekly basis.
- Perform any other duties as assigned by HEP Associate Director and MSS Director.

**Qualifications**
- Minimum a bachelor’s degree.
- Demonstrated experience teaching basic skills to high school students, teens or adults, preferably GED instruction.
- Must possess excellent knowledge and experience using email, web-based communications, Microsoft Software.
- Must be able to structure work assignments to produce maximum quality and quantity with a minimum of supervision.
- Valid driver’s license and ability to drive.
- Must be able to read, write and communicate fluently in English and Spanish.

**Desired Qualifications**
- Master’s or Bachelor’s degree in Education.
- Experience working with migrant/seasonal farmworker students, knowledge of their values and belief systems, their educational issues and ability to provide culturally relevant services.
- Experience in academic advising.
- Ability to work with instructors, staff, and administrators.
- Ability to organize, prioritize, maintain confidentiality, and foster a team environment.

**Special Requirements**
Subject to a criminal background check prior to employment.

**TO APPLY:** Please email your resume and cover letter to Ingrid Aguayo-Fuentealba aguayofu@msu.edu
**Application deadline:** August 21, 2020

**The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.**