



EDUCATION

Job Description

Factors to be considered include the quantity of work assigned and completed, accuracy and quality of work assignments, thoroughness, job knowledge, skill level, timeliness of completed assignments, faculty-student interaction in the virtual classroom, as applicable etc.

WORK HABITS

Factors to be considered include ability to follow instructions, communication with supervisor, ability to work independently without close supervision, maximize student retention and engagement.

RELATIONS WITH OTHERS

Factors to be considered include ability to establish and maintain effective working relationships with other staff members, students and management; ability to work as part of a team and/or cooperation with other departments to achieve goals.

Training Acknowledgement:

As instructors of Summit College you are responsible to read and follow all policies and procedures. Please see Instructor Training Acknowledgement Form of Policy (FOP) 3 502c for polies and procedures relating to your position.

Salary and Benefits:

Negotiated

Employee Acknowledgement:

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes No _____

Initial

I certify that I have read and understand the responsibilities and requirements of this assigned to this position.

Signature

Date