

Word Processing Teacher Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=234851>

Downloaded On: Jul. 16, 2024 2:13am

Posted Apr. 18, 2024, set to expire Aug. 18, 2024

Job Title	Word Processing Teacher
Department	Upward Bound Program
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Apr. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	English
Job Website	https://jobopps.alcorn.edu/postings/7053
Apply By Email	
Job Description	

Job Summary

To help students master Word Processing Skills.

Knowledge Skills and Abilities

- Ability to communicate effectively.
- Possess excellent organizational skills.
- Experience in working with low income and first-generation students.

Essential Job Functions

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Perform the duties that are normally required for a teacher.

Qualifications

- Three (3) or more years' experience in teaching Word Processing at the secondary or postsecondary level is desired.
- Bachelor's Degree is required.

Licensing and Certifications

Teacher Certification is required.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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