



United Planning
Organization **Office of**
Human Resources 301
Rhode Island Avenue, NW
Washington, DC 20001
www.upo.org

Vacancy Announcement

POSITION: Hospitality Instructor
OFFICE/DIVISION: Workforce Institute
BULLETIN No: 02052017
SALARY RANGE: \$45,000 - \$55,000 annually (Commensurate with experience)
OPENING DATE: 05/11/2017
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Provide direct oversight of the three (3) unit industry standard Skills, Tasks, and Results Training (S.T.A.R.T); perform on-going assessment of student progress; administer end of course exam; and leverage expertise to deliver education services to enrolled students to achieve national certification credentials.

BRIEF DESCRIPTION:

- Participate in the development, evaluation and revision of the curriculum in collaboration with Program Manager and/or Division Director.
- Develop, update and maintain syllabi based upon the approved curriculum.
- Interview potential students to determine curriculum readiness and provide recommendations to assigned Case Manager and academic administrator for enrollment.
- Maintain class schedules and instructional integrity through adherence to lesson plans.
- Maintain appropriate records related to students, attendance, grade and other documents and insure delivery to appropriate academic administrator in a timely manner.
- Develop lectures and facilitate project-based learning on various hospitality industry topics.
- Submit Weekly Reports to the Program Manager as requested.

MINIMUM QUALIFICATIONS:

A.A.S degree in hospitality management or a minimum of three (3) years of documented hospitality industry experience. Versatility to communicate professionally. Both verbally and in writing, to students, administrators, and community partners. Public speaking and presentation skills are critical to this position. Capable of designing curriculum in a variety of formats (written documents, presentations, and videos) and develop tools and resources for use by students. Demonstrated ability to help adult learners establish and achieve goals. Have expertise in tactfully working with diverse students and developing skill sets. Must have excellent organizational, planning, and time management skills, attention to detail and accuracy required. Self-Starter with ability to make critical decisions while adhering to organizational policies, procedures, and goals, Working knowledge of MS Office (Word, Excel, Outlook, and PowerPoint).

Submit your resume to upojobs@upo.org or fax resume to (202)
319-3237.

UPO is an Equal Opportunity Employer

DESIRED QUALIFICATIONS:

Bachelor's degree in hospitality/tourism industry, business or culinary management and at least five (5) years' of related work experience or evidence of specialized training or competency related to the hospitality industry

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position *IS* in the collective bargaining unit.

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