



Job Title: Computer Training Instructor
Job Type: Part-Time;
Hours: 10 hrs. /week, 2 evenings on-site
Location: US-IL-Waukegan
Department: Education

Job Description:

The UMMA Center in Waukegan, IL is searching for a Part-Time Computer-Instructor to administer its computer classes as part of the Education Empowerment Program. This position will be primarily responsible for classroom instruction of students on *weekday evenings*, and preparation of associated course materials. The position will also be responsible for all facets of planning, development, and on-going support of the computer program including ongoing curriculum development as well as providing direct student guidance throughout the class. We are looking for a talented, dedicated, and enthusiastic instructor to join the team at our Waukegan location. The ideal candidate has experience teaching in an alternative educational setting.

Essential Duties/Responsibilities include, but are not limited to:

- Salesforce tracking the computer classes.
- Track student attendance and progress.
- Prepare yearly class schedule and roster.
- Create certificates preparation and distribution.
- Assist the center with attrition control.
- Attend staff meetings
- Special projects as assigned.

Required Qualifications:

- Must be proficient in Office 2013 or newer (Word, Excel, PowerPoint, Access)
- Proficient with internet and email.
- Working knowledge of Gmail and Google Apps.
- Good organization/time management skills.
- Compassion and care when interacting with people from a variety of ethnic and cultural backgrounds.

Desired Qualifications:

- Two (2) year college or equivalent experience in computer technology, or related field.
- 1 year teaching and/or tutoring experience is a plus.
- Microsoft Office Specialist and/or Microsoft Certified Trainer certificate is a plus.

Center Description:

The Urban Muslim Minority Alliance (UMMA) Center is a non-profit organization located in Waukegan. The Mission of the UMMA Center is to empower the lives of underprivileged individuals in Lake County by providing educational support and community resources. The UMMA Center believes that Lake County will be strengthened by the growth that education, hope, and purpose bring to those seeking to enrich their lives with opportunities. Learn more about us at: www.ummacenters.org.

How to Apply:

We offer a competitive hourly rate for this position listed above. Preference will be given to qualified candidates: Please send your resume, and cover letter to: matthew@ummacenters.org