Job Posting

Cosmetology Teaching Assistant (Part-Time)

Date Posted:       September 16, 2014
Posting End Date:  Until Filled

Cisco College is accepting resume packages for the position of part-time Cosmetology Teaching Assistant. A minimum requirement for this position is a Texas Cosmetology Instructor License with at least 5 years of experience as a Cosmetologist and some cosmetology teaching experience is preferred. An applicant must possess computer skills (Microsoft Office), strong interpersonal and communication skills, and the ability to foster a cooperative work environment.

(Please scroll down to review the complete job description for the position.) The position will be based at Cisco College in Cisco. The position will be posted until filled. Resume packages are received via email, fax, and USPS, but email is preferred.

Please note: A complete resume package must include a cover letter, completed Cisco College Application (located on the “Jobs” page of our website at www.cisco.edu), resume, and copy of Cosmetology License and Cosmetology Instructor License. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College  
Staff Job Description

Job Title: Cosmetology Teaching Assistant (Part-Time)

Reports to: Director/Professor of Cosmetology

Job Summary

The primary responsibility of this position, under direct supervision, is to assist the Director/Professor of Cosmetology in day-to-day operations pertaining to credit and non-credit courses/programs included in the Workforce and Economic Development Division.

Staff members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, staff members are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Assistant Instructor must be able to conduct college level class room Cosmetology course work and manage lab activities equivalent to a salon environment.

Minimum Qualifications:

1. Texas Cosmetology License and 5 years salon experience …
2. Texas Cosmetology Instructor License…
3. Knowledge of TDLR rules and regulations…
4. Strong interpersonal and communication skills.
5. Ability to foster a cooperative work environment.
6. Position requires availability for 17 hours per week and substitute hours.

Physical Demands and Work Environment:

1. Work is normally performed in a typical class room and salon lab environment.
2. No or very limited physical effort required; however, the employee must be able to stand for extended periods of time.
3. No or very limited exposure to physical or chemical risk. The department meets all OSHA and TDLR requirements.