

EOC Instructor (12 month)  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=238156>

Downloaded On: Jul. 17, 2024 12:57pm

Posted Jun. 25, 2024, set to expire Oct. 25, 2024

<b>Job Title</b>	EOC Instructor (12 month)
<b>Department</b>	Educational Opportunity Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jun. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50972">https://www.ubjobs.buffalo.edu/postings/50972</a>

**Apply By Email**

**Job Description**

The [Buffalo Educational Opportunity Center \(BEOC\)](#) is seeking a knowledgeable and passionate individual to join our faculty as an EOC Instructor (12 month). The successful candidate will work within the Instructional Services Unit to manage the educational activities of the program(s) they are assigned to teach and all students, classes and labs affiliated with the program(s). The Instructor will also be responsible for any applicable accreditation commission standards or agency regulations as well as all program policies and procedures including those stated in the catalog or available internally on the Center's webpage. Candidates should have the ability to teach seated, remote, and online courses in one or more of the following subject areas:

Allied Health Services Programs

- Central Sterilization Technician (CST)
- Certified Nurse Assistant (CNA)

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- Dental Assistant
- Dental Office Assistant
- Medical Billing & Coding Specialist (MBC)
- Registered Medical Assistant (RMA)

#### Vocational Programs

- Commercial Driver's License (CDL)
- Construction
- Customer Service
- Incumbent Worker Series (IWS)
- Security Guard

#### Academic Programs

- Academic Review - Basic Literacy: Reading & Writing, Math, Science, and Social Studies
- College Preparation
- English as a Second Language (ESL)
- High School Equivalency (HSE) - All Subject Areas

#### In this position, you will:

- Ensure integrity, accuracy and efficiency of academic activities including classroom, lab, and externships.
- Oversee monitoring of students including those in online or blended classes.
- Track and enter student attendance daily.
- Evaluate student progress through formative and summative assessments and enter this information into student data tracking system.
- Review student records for satisfactory academic progress in the program and advise students regarding academic progress from enrollment to graduation.
- Ensure appropriate facilitation and maximum participation in both end-of-course student evaluations and Student Satisfaction Surveys.
- Assist with student orientations.
- Engage in appropriate, documented, and timely faculty development via University resources.
- Supervise externships and ensure all students receive appropriate and sufficient experience.
- Conduct all instructor observations as per policy and requirements.

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- Create, review, and develop curriculum.
- Complete and submit assigned reports and attend/conduct meetings as required by supervisor.
- Assist with catalog review and ensure program is in compliance with Center catalog and internal policies at all times.
- Serve as a substitute instructor in the classroom or lab as required.
- Ensure classroom equipment is in proper working order and all required instructional and student materials are acquired and available, as appropriate.
- Coordinate with the Director, Student Support Services with regard to job openings, potential candidates, and/or any placement updates.
- Attend professional development sessions, meetings, and courses as required by supervisor.
- Assist with planning for Commencement and attend the Commencement Ceremony.
- Other duties as assigned by supervisor or their designee.

### **About the Buffalo Educational Opportunity Center**

The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for an EOC Instructor (12 month). The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.



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**Contact Information**

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

**Contact**

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