

## Part-Time Computer Class Instructor

**Job Title:** Part-Time Computer Class Instructor

**Organization:** Latin American Association

**Job Description:**

Teach Windows Basic, Internet/Email, Excel, PowerPoint, and Word courses to Spanish-speaking adults. For all courses, candidates are expected to keep class records, assist with placement testing if necessary, attend staff meetings, and participate in faculty projects.

**Hours:**

Teach morning (9:30am – 11:30am) and/or evening (6:30pm – 8:30pm) adult computer classes 4 days a week: Monday through Thursday and/or Saturdays (9:30am – 12:30pm). Minimum class time of 5 hours per week.

**Qualifications:**

Bachelor's degree and 3 years of relevant experience with adult learners preferred. Advanced to native-level Spanish proficiency is required. Candidates should have excellent communication skills, be enthusiastic and show evidence of dedication to the profession.

Must have advanced to expert understanding of:

- **Computer Maintenance** (*basics of computer hardware, types software, file maintenance, virus protection*)
- **Microsoft Word** (*text boxes, symbol insertion, search/replace feature, text alignment, formatting, tables, columns, objects, images, etc.*)
- **Internet Explorer** (*types of Internet access, navigation and search strategies, favorites, history, access functions, personalization of navigator, etc.*)
- **Email** (*sending, receiving, attachments, safe transactions, password protection, newsgroups, email lists, email regulations, etc.*)
- **PowerPoint** (*copy/move/delete slides, indenting and spacing, create/modify/format/group-ungroup/order graphics/objects, charts, lines and forms, insert sounds and movies, animate text, hide slides, change slide transitions, etc.*)
- **Excel** (*workbooks/sheets, basic formulas, auto fill, borders and shading, row and column height, cell alignment, page breaks, hide/show sheets, lock/unlock cells, graphics/images, slide intervals, etc.*)

**Compensation:** Based on credentials and experience

**Application Procedure:** Send your resume to [lgavrilov@thelaa.org](mailto:lgavrilov@thelaa.org) or call 404-638-1802