

Word Processing Teacher Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=256025>

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Posted Apr. 21, 2025, set to expire Aug. 19, 2025

Job Title	Word Processing Teacher
Department	Upward Bound Program
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Apr. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical Education
Job Website	https://jobopps.alcorn.edu/postings/7573
Apply By Email	
Job Description	

To help students master Word Processing Skills.

Knowledge Skills and Abilities

- Ability to work well with colleagues and foster collegial environment conducive to teamwork and students' high level of learning.
- Ability to work effectively with low-income and first-generation students

Essential Job Functions

Perform the duties that are normally required for a teacher.

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Qualifications

- Three (3) or more years' experience in teaching Word Processing at the secondary or postsecondary level is desired.
- Bachelor's Degree is required.
- Teacher Certification is required.

Contact Information

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

Contact

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