

Non-Credit Instructors (Part-Time) Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258838>

Downloaded On: Aug. 19, 2025 11:25pm

Posted Jun. 30, 2025, set to expire Jun. 27, 2026

Job Title Non-Credit Instructors (Part-Time)
Department Center for Corporate & Community Education
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Jun. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Education

Apply Online Here <https://apptrkr.com/6328143>

Apply By Email

Job Description

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Non-Credit Instructors (Part-Time)

Part-Time Non-Credit Instructors (Non-Credit Instructor): Center for Corporate & Community Education; in-person at our Haverhill and/or Lawrence Campuses and/or online, not to exceed 20 hours per week, dependent on course/program.

SUMMARY: Northern Essex Community College's Center for Corporate and Community Education (CCCE) is seeking part-time instructors to develop and teach courses for corporate clients and community members, in noncredit business skills, occupational training, personal interest, and professional development courses. Corporate and Community Education offers a myriad of training opportunities. Please review the NECC website [Center for Corporate & Community Education - NECC](#)

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and the Business solutions website [Business Solutions from Northern Essex Community College](#) for current offerings.

Our immediate instructor needs are in:

- Contextualized workplace ESOL - priority
- Microsoft Office Suite - priority
- Spanish
- Photography
- General Business and Customer Service

Non-Credit Instructors are hired on an as needed basis. Courses may be offered face-to-face, hybrid, or online modalities at our Haverhill and/or Lawrence campuses or at a workplace location in these or surrounding communities. Courses may be held during the day, in the evening, or on weekends.

Non-Credit Instructor positions are an "Open Pool" for the upcoming 2025/26 Academic Year. There may or may not be available openings at this time however, when an opening does occur, the hiring manager will draw from the pool of applicants we have on file on an as needed basis.

This pool is valid through June 30th, 2026 and will be accessed when an opening arises. Your application will remain active for two years. After this time, you will need to apply again with current, updated information if you are still interested in remaining a part of the pool.

RESPONSIBILITIES:

- Develop and/or teach existing classroom curriculum
- Plan, coordinate, manage, and direct the classroom curriculum, skills lab, and learning environment for students.
- Evaluate interpersonal skills, technical skills, and knowledge base of students in the classroom, skill lab, and clinical settings at regular intervals to measure student performance.
- Maintain confidential, accurate, and complete records and reports as required by state standards.
- Responsible for efficient and effective use of supplies and equipment.
- Complete and submit course records and reports in a timely manner in compliance with applicable guidelines.
- Regular ongoing communication with CCCE staff to coordinate logistics, delivery and student progress.

Job Requirements:

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MINIMUM QUALIFICATIONS:

NOTE: Unless otherwise noted, all required qualifications must be met by date of hire.

- A bachelor's degree equivalent experience
- Demonstrated expertise and mastery of subject matter, with one 1 year of teaching or training experience preferred
- Excellent verbal, written, and interpersonal communication and presentation skills
- The ability to establish a rapport with students and maintain an environment that supports learning and promotes student retention
- Must be highly organized and detail-oriented
- Must be able to teach in-person/remote

PREFERRED QUALIFICATIONS:

- Adult education experience
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse, urban population in a Hispanic-Serving Institution

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EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

ANTICIPATED START DATE: Open pool - Filled when needed

SALARY: Starting at \$50.00 per hour, non-benefited position

To apply, click [HERE](#)

Contact Information

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

Contact

Center for Corporate & Community Education
Northern Essex Community College