

Event Design and Management Instructor

Full-Time

Hyde Park, NY 12538, USA

Job Details

Description

The anticipated hiring rate for this position is \$75,000. This rate is for Lecturing Instructors. Individuals with higher academic qualifications which would merit a higher academic rank may be eligible for a higher salary. Hiring offers will be determined based on the final candidate's qualifications and experience. The recruiter can share more information about what the anticipated hiring salary would be based upon your specific qualifications during the selection process.

The CIA offers a substantial benefits package that includes **medical coverage available at no cost** to qualifying employees, dental insurance, vision insurance, life insurance, short and long term disability insurance, retirement savings plan with high employer contributions, a generous paid time off program, and more!

As the benefits package at the CIA results in a significant value above the base hiring salary for this position, we encourage you to apply so that our recruiters can share more information with you about the benefits of working for the CIA.

The Culinary Institute of America (CIA) invites applications for a **full-time faculty position teaching event design and management courses within the School of Business and Management at our campus in Hyde Park, NY**. Full-time faculty teach a range of finance and hospitality focused business management courses over three 15-week semesters (12 credits per year).

A master's degree in business management, hospitality, or a related field is required. A doctoral degree and at least one year of college-level teaching experience are preferred. Strong candidates will demonstrate a commitment to teaching; an engaging, student-centered approach in the classroom; success in supporting students of diverse backgrounds and abilities; and a desire to work collaboratively and to contribute actively to the college community.

The CIA is interested in talented, and passionate individuals who embody the college's core values of excellence, leadership, professionalism, ethics, and respect for diversity.

Application review will begin on March 3rd, 2025, and will continue until the position is filled, with an anticipated fall semester 2025 start.

Applications should include a letter of introduction, statement of teaching philosophy, and curriculum vitae.

POSITION SUMMARY

The Culinary Institute of America faculty members are responsible for teaching students, developing curriculum, conducting research, and serving on committees in service to the Institute. The responsibilities of the position include but are not limited to preparing lesson plans, teaching and evaluating students, preparing and revising course guides and other educational materials, and developing intellectual property in one's area of expertise. Faculty members also provide professional and career advice for students pursuing careers in food-related organizations, maintain office hours – in-person or virtual, assist students who are having difficulty with studies, and honor college policies. Faculty are also expected to contribute to the overall operation of the college and support the mission of the Institute.

ESSENTIAL RESPONSIBILITIES

- Prepare daily lesson plans for classes and teach classes as requested and scheduled, in a manner consistent with the philosophy, policies, and guidelines of the Institute.
- Work individually as an advisor for students who may need extra help, who have questions about course information, who want career guidance, or who need assistance in their studies.
- Provide regular and constructive feedback to students in an objective, consistent, and timely manner; evaluates and documents student performance using established methods and criteria; files course grades consistently and without prejudice.
- Evaluate and document student performance using established methods and criteria.

- File course grades promptly within the specific timeframe allowed.
- Compile and present instructional material at scheduled times and places in accordance with the College Catalog descriptions, course syllabi and outlines and class schedules as assigned.
- Utilize the established syllabus and textbook(s) for the course being taught, as applicable.
- Maintain record of student attendance, student progress, and grade distributions.
- Manage the classroom appropriately.
- Collaborate with colleagues, prepare, review, and revise course guides, syllabi, and appropriate curriculum materials for courses offered at the Institute, and any other educational materials required.
- Contribute to the growth of the college by serving on committees or task forces, assisting with visitors, recommending students and potential employees, and displaying hospitality.
- Communicate through appropriate channels.
- Stay abreast of new developments in the industry.
- Any and all other duties as assigned.

REQUIRED QUALIFICATIONS

Education:

- Master's Degree in business, hospitality management, or a related field.

Experience:

- Managerial experience in the hospitality industry.

PREFERRED QUALIFICATIONS

- Doctorate in business, hospitality management, or a related area of specialization and managerial experience in the hospitality industry.
- One (1) year college level teaching experience or equivalent.

REQUIRED SKILLS

- Strong interpersonal skills, ability to effectively work with multiple teams across the organization.
- Ability to use sound judgment and discretion in handling sensitive student issues with confidentiality and discretion.
- Excellent written, verbal communication, and professional presentation skills required.
- Strong computer experience, which must include abilities to work effectively with MS Office suite products, i.e. Word, Excel, PowerPoint.
- Moderate to strong organizational skills, detail oriented and thorough.
- Ability to work independently or in a team environment and maintain collaborative relationships with all members of faculty and administration.
- Must have an excellent and welcoming presence in front of guests and employees.

WORKING CONDITIONS

- Must be available to work nights and weekends as required due to business needs.
- Regular work requires a great deal of sitting and standing for extended periods.

The CIA does not have a traditional faculty tenure system per se; however, following a successful 3-year probationary period, appointments are considered ongoing, and faculty are eligible to apply for promotions in academic rank, subject to standard employment terms and conditions and the collective bargaining agreement (if any).