

<b>Job Title</b>	Grant Instructor
<b>PVN ID</b>	BM-2508-006985
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Manhattan EOC
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$45.00-\$50.00
<b>Hour(s) a Week</b>	12.00
<b>Closing Date</b>	Oct 20, 2025 (Or Until Filled)

## General Description

This is an in-person position located at the Manhattan Educational Opportunity Center (Manhattan EOC) at 163 West 125 Street, New York, NY. Educational Opportunity Centers (EOC) provide academic instruction, career training, and support to eligible adults.

The Grant Instructor, under the supervision of the Director of Academic Affairs or designee, uses standardized curricula or highly specific learning objectives to deliver instruction in the Introduction to Health Careers Program. Instructor will facilitate multiple sections of the three-week course – Effective Communication in Health Care. Applies personal knowledge and experience of the subject as appropriate in amplifying materials and designing exercises. Classes may be of varying sized groups.

The Effective Communication in Healthcare course is one course in the Introduction to Health Careers Program. This course is designed to help students develop the essential interpersonal, writing and communication skills necessary in an entry-level healthcare position.

This course focuses on the development of critical soft skills necessary for success in the healthcare industry. Students will learn how to communicate effectively with patients, families, and healthcare teams, practice empathy, build emotional resilience, and handle workplace challenges such as conflict, stress, and diversity.

- Ability to utilize existing supporting instructional materials (including but not limited to those involving smartboards, Learning Management Systems, computer software, role-plays, diagnostic tests, etc.)
- Ability to respond effectively to feedback and adjust teaching strategies and materials to motivate students and to respond to student needs
- Ability to deliver basic instruction, and communicate effectively, both orally and in writing
- Ability to manage the classroom environment
- Ability to present material in a concentrated fashion
- Appreciation of the diversity and varying learning styles of adult participants

## Other Duties

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- Supplies outlines and course syllabus in advance
- Create materials to be used online via Brightspace
- Prepares and deliver students lectures
- Obtains measures of student knowledge using various assessment tools
- Debriefs supervisor following completion of each section
- Participates in departmental and Center-wide assignments, student advisement, curriculum development, and related activities in advancement of the educational aims of the Center
- Perform other duties as assigned

## Qualifications

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### **Core Competencies:**

- Substantial knowledge of the Healthcare industry
- Ability to deliver instruction for the Effective Communication in Health Care course

### **Minimum Qualifications:**

Bachelor's degree from an accredited institution and at least one-year experience working, teaching or performing in an area directly related to the subject or course (i.e. Healthcare).

### **Preferred Qualifications:**

Master's degree in related field and experience working with a diverse population and at least one-year teaching adult students content in the healthcare industry, communications, or a related field.

Cover letter not required, but encouraged.

This is a grant funded position for the 2025-2026 academic year (Fall 2025 and Spring 2026). This position is funded by the NYSED Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

Learn more about the Manhattan EOC here: <https://www.bmcc.cuny.edu/meoc/>