Hospitality and Tourism Management Program

Instructor Assistant
(Paraprofessional)

Tentative Schedule: M-F 9:00am-1:30pm; 23-29 hrs/week

List of duties for lab classes are as follows, but not limited to:

- One-on-one interaction with students at various levels of kitchen operation from beginning to advanced
- Overseeing deep cleaning of kitchen beginning- and end-of-semester
- Kitchen organization
- Assisting with purchasing, receiving and storage of product
- Production and service assistance for public outlets
- Set up and breakdown of lab demonstrations
- Helping students in the classroom with technical related theory
- Coordination, production and service for special events and groups
- Feedback during practical exams
- Basic working knowledge of Microsoft Windows and Microsoft Office
- Substitute for the faculty member on short demonstrations or presentations while the faculty member spends time with students who require faculty member’s professional attention
- ServSafe certified

Minimum Qualifications:

- Extensive experience in the hospitality management field

Salary: $14.08/hr.

Employment Date: August 24, 2015

Conditions of Employment: Contract by Semester - Fall Semester 2015 and Winter Semester 2016

Applications:

Applicants should forward a résumé and contact information for three professional references to:
- Chris Kibit, Hospitality and Tourism Management
- Department of Technology and Occupational Sciences
- Northern Michigan University
- 1401 Presque Isle Avenue
- Marquette, MI 49855-5396
- Phone: 906.227.1544
- Fax: 906.227.1549

Submit by: Friday, August 7, 2015

NMU is an EOE