San Francisco State College of Extended Learning invites applicants for part-time instructor positions in Event and Meeting Planning beginning February 2016.

The department seeks individuals with a background in current marketing practices for the following courses:

- **Site Selection**
  Site selection is one of the biggest challenges facing event and meeting planners. This class focuses on the process the meeting and event manager should use in making informed site selection decisions. The planner must first know how to assess the needs of the meeting or event, understand how to access the needs of the event, understand how to research the options of a site available, and conduct comprehensive site visits. Through this class, the meeting/event manager will be prepared for the critical steps of negotiating, including principles of group pricing and compiling leverage data. Note: Wear comfortable shoes. Class will walk to nearby venues within a five block radius.

The Event and Meeting Planning offers fast-track certificates in Event Management, Corporate & Association Events, and Special Events. Students may take courses individually or take the five courses required to earn a fast-track certificate or all fifteen to earn the Event and Meeting Planning Certificate.

Students in this program are new or seasoned event and meeting planning professionals who are self-employed or work for corporations, nonprofit organizations, entertainment venues, or other associations.

**Program Objectives**

- Introduce ways to assess sites and manage a variety of events and clients
- Teach how to budget effectively by identifying the right vendors and negotiating with them strategically

**Qualifications:**
Candidates must have a BA degree and be currently involved in the field. CMP preferred.

Candidates with previous teaching experience preferred, especially experience teaching adults with different backgrounds, experience, and learning styles.

Candidates who are bilingual, who have taught online, and who have demonstrated interest in the community and/or social justice are desirable.

**Responsibilities:** The position requires instructors to
Tailor a syllabus, creating lectures, discussions, exercises, assignment(s), and resources with the adult learner in mind
• Provide feedback to students in a specific, respectful way
• Complete administrative duties including but not limited to taking roll, signing forms, submitting syllabi and materials, and responding to emails from staff and students
• Occasionally answering staff questions about the industry

**Rank and salary:** Part-time instructors in the Marketing Certificate program receive $100/hour per hour teaching in the classroom.

**Application process:**

Submit letter of intent/interest and a current resume to Andrew Brosnan, Program Director, at abrosnan@sfsu.edu. Positions will remain open until filled.

San Francisco State University is a member of the California State University system and serves a diverse student body of 30,000 undergraduate and graduate students

San Francisco State University is an Equal Opportunity Employer with a strong commitment to diversity. We welcome applicants of all ethnic, racial and gender identities, sexual orientations as well as people with disabilities. We particularly encourage those who may be from historically underrepresented groups.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

About the College of Extended Learning: www.cel.sfsu.edu