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# Example of College Instructor Job Description

Our growing company is searching for experienced candidates for the position of college instructor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for college instructor

* Maintain accurate class and other records conforming to state requirements and stated District and college needs
* Submit, when due, all necessary reports such as attendance, grade reports, rosters and class schedules
* Follow course outlines as filed in the appropriate instruction offices
* Maintain office hours each week, at 3 hours per week
* Complete 78.75 hours of institutional responsibilities per semester
* Work effectively with campus programs that promote student retention and success in STEM majors (Science, Technology, Engineering and Mathematics)
* Prepare instructional materials to seamlessly shift from English communications and mechanics, reading strategies, and writing skill development over the course of 8 weeks
* Implements new courses, prepares course syllabi, and identifies and records targeted goals for students
* Presents five, 50-minute lectures each day, directing students in specific mathematics concepts and principles, and promoting understanding of the language of mathematics
* Tests and grades students’ skills, prepares and distributes report cards to students and parents, and directs students to complete specific forms that stipulate the students’ objectives

## Qualifications for college instructor

* Minimum 90th percentile score on the LSAT
* Previous training/teaching experience preferred
* 90th percentile score on the GMAT or GRE
* 90th percentile score on the GRE or GMAT
* 90th percentile PCAT scores
* 90th percentile SAT or ACT score, or 80th percentile GRE or GMAT scores