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# Example of Cosmetology Job Description

Our company is looking to fill the role of cosmetology. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for cosmetology

* Works collaboratively with faculty to implement and administer student success programs to increase student retention, achievement, and graduation rates
* Coordinates course planning for certificate programs including preparing course schedules, scheduling Instructors, and overseeing testing of program participants
* Oversees scheduling and organization of certificates
* Compiles, organizes, and maintains program and student data and prepares reports
* Leads the planning, organization, and execution of large scale and major events for a college such as open houses
* Supervise Cosmetology I-IV students in the lab
* Daily dispensing of products in the lab
* Daily instruction and assessment of students, including interactions with clients
* Working with the public in Cosmetology lab including assignment students to clients
* General upkeep of Cosmetology lab

## Qualifications for cosmetology

* Candidates are required to have (and maintain) current certification in Colorado with a Cosmetology endorsement listed on their teaching license
* We prefer candidates with knowledge of the Blackboard Learning Management System and previous teaching experience
* Candidates are required to have (and maintain) current certification in California with an endorsement in Cosmetology listed on their teaching license
* Candidates are required to have (and maintain) current high school teaching certification in Missouri with a Cosmetology endorsement listed on their teaching license
* Candidates are required to be currently certified in Colorado with a Cosmetology endorsement listed on their teaching license
* Novalash Certification