



Example of Business Instructor Job Description

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Our company is growing rapidly and is looking for a business instructor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for business instructor

- Delivers assigned learning sessions, which may include live classroom sessions, web-based learning sessions (synchronous or asynchronous), and on-the-job training
- Facilitates the creation of materials, processes, systems that have advanced level content and/or facilitate learning in multiple areas of expertise
- Develops subject matter expertise in new technology, products, or processes and serves as a subject matter expert in the development of learning materials for these areas
- Measures results of business training using appropriate methods for determining participant reaction, amount of learning, and ability to demonstrate new skills in the classroom setting
- Reports results of measurements and evaluations to appropriate Program Leaders, Learning and Development Managers
- Submits and maintains records, prepares reports and correspondence as required
- Assists personnel from cross-functional teams with training needs and related questions
- Delivers programs on time and on budget
- Provides instruction to students in both theory and practice in Business Administration
- Demonstrate expertise in their content area

Qualifications for business instructor

- Experience in business or another relevant field
- Candidates must have experience teaching college-level analytics and/or statistics courses
- Expertise in using Microsoft Excel spreadsheets, Excel Data Analysis, and Excel Solver
- If no MBA, then substantial course work in the subject matter to be taught
- Bachelor's Degree in Business (MBA or other Master's preferred)