The College of Extended Studies is accepting applications for its pool of temporary lecturers to teach one or two courses in Human Resource Management. Current course offerings include Intro to HR, HRM and the Law I & II, Talent Acquisition, HR Training and Development, Performance Management, Compensation, Health & Safety, Ethics in the Workplace, Business Writing for the Workplace, Emotional Intelligence, Diversity & Inclusion, and Capstone: Applying HRM. Courses are taught in both a classroom and online setting.

To apply, submit cover letter of application, cv/resume, letters of recommendations, references to the College of Extended Studies, Instructor Recruiter at instructor.ces@sdsu.edu.

Applicants with disabilities requiring assistance may call (619) 594-0366.

San Diego State University is not a sponsoring agency for staff or management positions (e.g., H-1B visa). Applicants must currently be authorized to work in the United States on a full-time basis. Offers of employment are contingent upon the presentation of documents that demonstrate a person's identity and authorization to work in the United States, which are consistent with the provisions of the Immigration Reform and Control Act.

SDSU is seeking applicants with demonstrated experience in and/or commitment to teaching and working effectively with individuals from diverse backgrounds and members of underrepresented groups.

Candidates are expected to demonstrate a thorough and accurate knowledge in the Human Resource Management field; display an ability to interpret and evaluate the theories of the field; connect their subject matter with related fields; stay current in their subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops; and learn and use technology to enhance teaching and the education experience when appropriate.

Instructors are expected to plan and organize instruction in ways that maximize documented student learning; employ appropriate teaching and learning strategies to communicate subject matter to students. modify, where appropriate, instructional methods and strategies to meet diverse student needs; employ available instructional technology, i.e. the internet, interactive technology, when appropriate; encourage the development of communication skills and higher order thinking skills through appropriate assignments; contribute to the selection and development of instructional materials in accordance with course objectives; incorporate core competencies into curriculum; develop, update, and post course syllabi in a timely manner; and use College’s online learning platform for posting readings, posting grades, assignments, etc.

Establish meaningful learning outcomes for courses/programs; develop and explain methods that fairly measure student progress toward student learning outcomes; evaluate student performance fairly and consistently and return student work promptly to promote maximum learning; maintain accurate records of student progress and submit final grade/score rosters to division administrator each semester according to established deadlines; and demonstrate sensitivity to student needs and circumstances.

Post and maintain regular office hours to ensure accessibility to colleagues and to students for advisement and consultation; prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and divisional policies; maintain confidentiality of student information; exercise stewardship of college facilities and materials; record and provide
attendance data in accordance with College Policies and Procedures; contribute to the program and division curriculum development processes; and follow instructor code of conduct.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed 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.

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.