



International University of Humanities and Social Sciences (San Jose, Costa Rica)

Job Opportunities for Fall I, 2010

Faculty:

Adjunct Professor: 12 hours total (Eight 1.5 hour lectures)

Reports to: Rector and the Dean of Academic Affairs

Starting Date: September 6, 2010

Course: GLL 500 Academic Writing, part of the M.A. in Global Leadership program.

Duties: To teach eight 1.5 hour weekly sessions based on the syllabus prepared by the department of academic affairs. Adjunct Professors are expected to grade student papers, take attendance, and to prepare end of semester reports with the students' grades. Expected to attend official university functions (special events)

Location: Escazu Campus.

Schedule: Negotiable

Rate: \$25/hour = \$300 per term (Contract is renewable)

Minimum Qualifications: Master's degree in one of the humanities or the social sciences. M.S. degree holders with research experience will be considered. M.B.A. or other professional degrees are not eligible unless accompanied with at least two publications.

Preferred: Master's degree from a regionally accredited American University.

Application Information:

Contact: rector@iuhs-edu.net or call (561)860-0377

Staff:

Administrative Assistant/facilitator: 25 hours per week (part time)

Reports to: Rector, Dean of Academic Affairs, and Faculty Members

Starting Date: immediately

Duties: To support faculty, staff, and students. Assisting the marketing director with marketing efforts. Answering the phone during office hours, helping prospective students registering, facilitating distance classes (supporting off campus faculty during videoconferences).

Location: Escazu, Campus

Schedule: Weekdays 10:00 A.M. to 3:00 P.M. Sometimes during weekends for special events.

Salary and benefits: \$300 monthly base salary in addition to \$200 commission per new student registration, full tuition reduction for 3 credits in any program offered at the University per term.

Minimum Qualifications: Bachelor's degree, fluency in English and Spanish, and working knowledge of Microsoft office.

Application Information:

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