




Section I. – Job Details

Job Title:	Cosmetology Instructor	Hourly/Salary:	Salary
Department Area:	Technology Training Center	Classification:	Exempt
Location:	Louisville, KY	Travel Required:	No
Reports to:	Executive Director of Technology Training Center	Position Type:	Full-Time
Position Fill Date:	7/11/2022		

External Posting URL – www.campbellsville.edu

Internal Posting – Human Resources Job Board

Section II. – Application Submission Information

FAX	EMAIL
(270) 789-5180	jobs@campbellsville.edu
Subject Line: Cosmetology Instructor	Subject Line: Cosmetology Instructor
Attention: HR Director	
ONLINE	MAIL
Click Link Below	Director of Human Resources
APPLY HERE!	Campbellsville University
Scan QR Code	1 University Drive, UPO 944
	Campbellsville, KY 42718

Section III. – Job Description

Job Summary:

Selected candidate is responsible for assisting the director with course development, teaching and advising students, and scholarly activity commensurate with the mission of the University. A commitment to diversity and student success is essential. This person will participate and seek an environment where a Christian, cohesive and collegial spirit dominates. Our priority is to serve God by building and implementing educational programs that prepare Christ-centered young adults to change the world.

Job Responsibilities:

- Teaching and advising responsibilities in the cosmetology certificate program
- Participating in collaborative projects as requested and/or assigned
- Attending meetings, retreats, workshops as designated by HVAC-R Program Director
- Assisting in recruitment efforts
- Assisting in student support efforts

Skills/Qualifications:

- Active Kentucky Cosmetology Instructors License
- Prior cosmetology teaching experience
- Computer skills required
- Excellent customer service skills
- Exceptional verbal and written communication skills
- Good presentation skills
- Work collaboratively with all team members

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Section IV. – For HR Use Only

Approved by Human Resources 6/15/2022

Posted Internally 6/15/2022

Posted Externally 6/15/2022