



Position Title: Part-Time Workshop Presenter

Job Code: 8104

Reports To: Program Manager

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Workshop Presenter responds to the hospitality industry needs and requests for training in Customer Service, Food Safety and Sanitation, and Point of Service (POS) in Hospitality Management.

Duties & Responsibilities:

- Assists students, employees and the community workforce maintain and improve job skills, and possibly prepare for jobs requiring greater skills
- Plans, organizes and directs a wide range of presentation and training activities
- May set-up individualized presentations or group workshops
- Conducts training that may include on-the-job/on-site training
- Conducts workshops on Miami Dade College campuses that duplicates work place conditions, classroom training, electronic learning (POS) multimedia programs, distance learning, other computer-aided instructional technologies, videos, role-playing, conferences, and workshops
- In order to identify and assess training needs within these organizations, presenters may confer with industry and Human Resources managers and supervisors, or conduct surveys
- Evaluates training effectiveness to ensure that the training employees receive helps the organization meet its strategic business goals and achieve results
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from a regionally accredited institution and three (3) years of management experience in the Hospitality Industry
- Possess strong organizational and communication skills
- Must have the ability to work effectively with people in a multi-cultural, multi-ethnic environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name