

# **ENGL 2311:**

## **Job Description Submission for Employment Packet (Final Exam)**

### **Project Information**

- You are asked to submit two job descriptions one of which, you will use for your major project.
- It is considered an assignment. Remember, these should be jobs you would actually apply for.
- It will be posted to Canvas. Please submit the documents in Word or PDF format, using the memo template you created in Project 1.

- **IMPORTANT:**

Please follow the project directions below for specific instructions regarding the assignment.

You must save your file with the following information listed in this order:

**Last Name First Name –Job Description Submission**

- **DUE DATE:**

Day 2 – 11:59 PM

**If you have any questions, please contact me ASAP to ensure that questions are answered in a timely manner.**

### **Assignment Directions**

#### **Background Work:**

- Go to a company's Web site to research the various positions for which you may be qualified. Select two, and choose one for this project.
- You may also use a Job search site, but be sure to go to the company's web site to find out pertinent information needed for the assignment.

#### **Project Specifications:**

- It will need to be submitted in MEMO formatted, addressed to me.
- Please submit each job description on a separate page. It should be one memo, but two separate pages. (An example is enclosed below.)
- You will need to do some research and find the name of the Human Resource Management Director.
  1. You must include the introductory information, name of company, job title, job details (description), and qualifications.
  2. The URL of the Job Description
  3. The Human Resource Management Director's name (if there is no name, please include whatever contact info is listed)
  4. Why you chose this job description

Review grading rubric for assignments (available online) for grading criteria.

Sample...

# Memorandum

**To:** Professor Boone  
**From:** Abigail Madkins  
**Date:** 9/16/2016  
**Subject:** Job Description Assignment

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Below you will find my job descriptions for the listed assignment.

I chose these two job listings because...

## #1

### English Instructor

Institution: [Gavilan College](#)

Location: Gilroy, CA

Category: Faculty - Liberal Arts - English and Literature

Posted: 08/18/2016

Type: Adjunct/Part-Time



**ENGLISH INSTRUCTOR**

**PART-TIME INSTRUCTOR**

(PART-TIME - NOT TO EXCEED 67% OF A FULL-TIME LOAD)

**LIBERAL ARTS AND SCIENCES** – Contact: Dean Fran Lozano at (408) 848-4702 or [flozano@gavilan.edu](mailto:flozano@gavilan.edu)

### English Instructor:

Requirements: Master's degree in English, literature, comparative literature, or composition OR Bachelor's degree in any of the previously listed AND Master's

degree in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.

### **HOW TO APPLY**

Please note: This position is an on-campus assignment; there is no distance education (on-line) teaching assignment available. If you are interested in this part time position and meet the minimum qualifications, please submit the following directly to the contact listed.

You may also fax (408-846-4944) or e-mail to [HR@Gavilan.edu](mailto:HR@Gavilan.edu):

### **Application Information**

Gavilan College Human Resources Office

5055 Santa Teresa Blvd.

Gilroy, CA 95020

PHONE: (408) 852-2823

FAX: (408) 846-4944

Applications can be mailed upon request. Please write or call the Gavilan Human Resources Office at (408) 852-2823, or email Human Resources Director at [hr@gavilan.edu](mailto:hr@gavilan.edu).

(No person was listed as a contact.)

## #2

### English Composition and Literature Instructor

Institution: [Keiser University](#)

Location: West Palm Beach, FL

Category: Faculty - Liberal Arts - English and Literature

Posted: 08/17/2016

Type: Adjunct/Part-Time



#### DESCRIPTION

**Instructors are responsible for leveraging their expertise to deliver education services to students through:**

- Preparing course plans and materials
- Delivering courses
- Monitoring progress/attendance
- Advising students
- Recording grades and submitting reports

English Composition and Literature Instructor must have a Masters in English, Ph.D. preferred. Must also have 3 years of experience and have 2 years of teaching experience at the University level. This is a part time position that requires day and evening availability.

#### **Keiser University - West Palm Beach**

2085 Vista Parkway West Palm Beach, Florida 33411

Phone: (561) 471-6000

Fax: (561) 471-7849

(no contact is listed - all performed online)