

## **CCE Human Resources Professional Diploma Program Trainer/Instructor**

The Center for Continuing Education (CCE) at Haigazian University (HU) is currently seeking a new part-time trainer/instructor to conduct training courses within the Human Resources Professional Diploma program. CCE operates as a division of Haigazian University, dedicated to facilitating lifelong learning opportunities for adults. Our guided learning experiences include a wide array of programs, training courses, workshops, and lectures, comprising both academic and non-academic domains.

### **Key Responsibilities:**

- Conduct online training courses as part of the Human Resources Professional Diploma program.
- Develop course syllabi based on the foundational outline provided by the Center.
- Collaborate with the CCE supervisor to finalize training course schedules.

### **Qualifications:**

- Master's Degree in Human Resources or a relevant field with a minimum of 2 years of demonstrated training/teaching experience in the field of HR, or a Bachelor's Degree in Human Resources with a minimum of 6 years of demonstrated training/teaching experience in the field of HR.
- Proficiency in Zoom and its features.

Prospective candidates are invited to submit a one-page Cover Letter, their Curriculum Vitae (CV), and provide three references. Please merge all documents into a single PDF file and send them via email to [cce@haigazian.edu.lb](mailto:cce@haigazian.edu.lb) by **November 1, 2023**.