

**Fulton-Montgomery Community College's Center for Employer Services is looking for part-time trainers/instructors for:**

- Excel
- Customer Service
- Team Building
- Management Training
- MS Word
- MS Outlook

**Qualifications:**

1. Experienced Trainers.
2. Strong knowledge of subject matter.
3. Ability to infuse mission, goals and operating principles of our customers into the training so it is customized and relevant to their business.
4. Excellent stand up training skills. Trainers that are engaging, interesting, can lead discussion and activities, especially by role play.
5. Organized, attention to detail, early for assignments.
6. Ability to develop quality materials for handouts, activities and PowerPoint.
7. Ability to utilize AV/multimedia tools in training.
8. Willingness to align with FM's methodology for service delivery so that we provide exceptional services and are consistent in the programs we provide.

To express an interest or for more information email Theresa DaBiere-Craig at [theresa.craig@fmcc.suny.edu](mailto:theresa.craig@fmcc.suny.edu) or call 518-424-9370.