

Job Title: Instructor in Options: A Lifelong Learning Program for Older Adults

Location: College of Staten Island

Department: Office of Community Educational Engagement

Status: Part Time

Schedule: flexible – between November and Dec. 2026. Courses are capped at 7.5 hours per session. Preferred days of the week and times of day are: Monday mornings (9:00am-10:30am), Tuesday afternoons (3:30-5:00pm), Wednesday afternoons (4:40pm-6:10pm), Thursday afternoons (2:30pm-4:00pm), or Friday afternoons (5:00pm-6:00pm)

Salary: \$45.86

Modality: In person

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island.

The Office of Community Educational Engagement (OCEE) is a central resource and bridge connecting the college and community. Our purpose is to prepare students to more fully participate and thrive through academic programs, supportive learning communities, and collaborations across campus and within the community.

Options is a supportive community and non-degree program in the OCEE for personal enrichment and lifelong learning for members over the age of 55. Exclusively available at the CSI, Options is a local way to stay active, form meaningful relationships, and thrive in a dynamic environment.

The instructor will plan and teach a 7.5-hour educational experience that will:

- Introduce students to what AI is, including the importance of verifying AI-generated information and recognizing that AI tools may produce inaccurate, incomplete, biased, or misleading information
- Address privacy and digital safety, including the importance of protecting personal, financial, health, and other sensitive information when using AI tools and online applications
- Help students recognize common technology-enabled scams, phishing attempts, impersonation, fraudulent websites, and other forms of digital fraud and exploitation, using current and credible resources
- Reinforce that AI tools should not replace qualified professional advice in areas such as medical, legal, financial, or other professional matters.
- Encourage students to make informed decisions about technology based on their own needs, and different levels of Digital literacy, preferences, and circumstances.

- Explore the modern day controversies
- Draw from vetted resources, like [the NYS Office of the Aging](#).

The instructor responsibilities include:

- Plan and implement lessons that offer engaging learning experience. Lessons should be based on course descriptions.
- Ensure hands-on activities are incorporated in lessons where appropriate
- Incorporate strategies that help students reach their self-identified goals in your lesson planning
- Adjust lesson planning and instruction based on student feedback and performance as needed
- Participate in professional development as required
- Ensure a safe classroom environment, where there is mutual respect and student's rights are upheld
- Timely submission of daily attendance using the template provided by the program
- Guides undergraduate students as needed who are supporting their classes (if any)

Qualifications:

- As a local, lifelong learning program, Options honors the lived experience of our staff and instructors. We recruit, screen, and hire professionals who have worked with older adults, retired Educators, retired professionals, and retired enthusiasts who have passion for their craft to engage our students.
- Excellent communication (written, verbal, and interpersonal) skills, and able to mediate conflict
- Ability to work collaboratively with colleagues and be proactive
- Excellent time management and organizational skills
- Highly motivated with a willingness to be flexible and creative
- Experience with Universal Design training preferred
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- Bachelor's Degree preferred

Applicants who are invited to interview, must email a copy of their highest credential or transcripts to Crystal.Montalvo@csi.cuny.edu prior to the interview. Applicants who have specialized license(s) related to the positions who are invited to interview must email a copy of their specialized license(s) to the hiring manager prior to the interview.

- Candidates will undergo a criminal background check

- All appointments are subject to budgetary guidelines, fiscal constraints, a background check and satisfactory performance assessment with no presumption of retention.

How to Apply:

Please email your resume and cover letter to Crystal.Montalvo@csi.cuny.edu