

FULL TIME COSMETOLOGY AND ESTHETICIAN INSTRUCTOR ATI COLLEGE

Review begins **January 21, 2010**

ATI College is currently seeking Cosmetology and Esthetician instructor. We are located in Norwalk California and we offer cosmetology and esthetician courses as well as medical courses and are rapidly expanding!

DUTIES, RESPONSIBILITIES, AND REQUIRED COMPETENCIES

- Applicants must have 3+ years recent shop experience
- Professional demeanor
- Professional references to be provided during interview
- Candidates must have a passion for success as well a desire for long term dedicated employment
- Willing to pro-bono training if further certification is required/desired and or needed - in trade for long term commitment to our institution
- Must be able to withstand long hours on your feet as well as maintain a positive influence for our students
- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- Acceptance of and willingness to support the role that ATI College serve in postsecondary education, and specifically the mission, values, goals and objectives of the ATI College.
- Ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution and the ATI College.
- A demonstrated understanding of and value for the contributions that a diverse workforce can make to the success of both the organization and the students we serve.

CONDITIONS FOR EMPLOYMENT

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the U.S. This is an absolute condition of employment. In addition, ATI maintains a drug free work and learning environment and prohibits smoking in all college buildings/premises. ATI College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

APPLICATION PROCEDURES

Incomplete applications will not be considered. A complete application consists of the following numbered items:

1. **An official application.**
2. **A cover letter addressing your qualifications as applied to the responsibilities of this position.**
3. **A comprehensive resume.**
4. **A valid California Cosmetologist license and a valid California Esthetician license.**
5. **Names, addresses, and telephone numbers of three professional references.**
6. **College transcript(s) - copies of transcripts are acceptable at time of application; transcripts must show applicant name, name of institution, and awarded degrees/certificates**

Must request **official** application (resumes will not substitute for official application) by visiting the **ATI College, 12440 Firestone Boulevard, Suite 2001, Norwalk, CA 90650-4328** or send e-mail to diane@ati.edu or phone college office at **(562) 864-0506**.

Person(s) with a disability may request special accommodations for receiving and completing the application process. Requests for special services may be made on an individual basis by calling **(562) 864-0506**.

APPLICATION CLOSING DATE

TBA

All application materials submitted become property of the ATI College. Personal copies need to be made prior to submitting application materials. The ATI College does not provide copying services.

ATI College is an equal opportunity / affirmative action employer and as such, ensures that all persons shall have equal employment opportunities regardless of race, color, religion, gender, national origin, age, marital or veteran status, the presence of non ob-related medical condition or disability, or any other legally protected status.