



Microsoft Applications Instructor (Contract Position)

Location: Cincinnati & Dayton, Ohio (On-Site and Occasional Virtual Training)

Position Type: 1099 Contract

At Shineology HR, we're growing and looking for a **Microsoft Applications Instructor** who can help our clients shine bright! If you're an expert in Excel, Outlook, Word, and other Microsoft applications, with a passion for delivering exceptional client experiences, we'd love to have you on our team.

What We're Looking For:

- **Expertise:** In-depth knowledge of Microsoft Office applications, including Excel, Outlook, Word, and more.
- **Experience:** Previous instructor or teaching experience is required.
- **Client-Focused:** A dedication to helping others shine through engaging and impactful training sessions.

Why This Role is a Bright Fit:

- Perfect for college students, retirees ready to return to the classroom, or professionals seeking a flexible extra gig.
- Opportunities to teach in-person at client sites in the Cincinnati and Dayton areas, with occasional virtual training sessions.
- Join a team that values professionalism and the ability to help clients succeed and shine.

Position Details:

- **Contract Type:** 1099 independent contractor.
- **Flexibility:** Set your schedule based on client needs and availability.
- **Location:** Most training sessions are held at client locations; virtual sessions as needed.

If you're passionate about teaching, technology, and creating learning experiences that help others shine bright, we'd love to hear from you!

How to Apply:

Send your resume and a brief introduction to acrawford@shineologyhr.com. Let us know why you're the perfect fit to help our clients succeed.

Shine bright with us at Shineology HR!