



GlobalED

Insurance Institute

NYS Insurance Department Approved School

Life, Accident & Health Insurance Prelicensing Instructor

A pioneer in the financial services online prelicensing industry, **GlobalED Virtual University** owns and manages the most advanced, online prelicensing preparation platform in the industry. GlobalED began operations in New York and is expanding nationwide with its insurance prelicensing and continuing education programs. Our customized eLearning platform has revolutionized the online insurance prelicensing industry. During its first year of operations in New York State the GlobalED prelicensing pilot achieved a 90% first-time passing rate for the NY state insurance licensing examinations with our Personalized eLearning TechnologySM System. This achievement is further accentuated when one considers the state-wide passing rate for first-time insurance test-takers was below 50% during that same period.

GlobalED is transforming the way people prepare for licensing and certification examinations and is preparing to expand its online education operations to include multiple industry sectors having licensing and certification examinations and/or continuing education requirements. GlobalED products and services provide eLearning opportunities to the physically impaired and the learning disabled.

The **GlobalED Insurance Institute** is wholly-owned by GlobalED Virtual University and the exclusive provider for our proprietary Personalized eLearning TechnologySM System for insurance prelicensing education in New York State and is currently seeking **Part-Time and Contract Life, Accident & Health Insurance Instructors for our Online Insurance PreLicensing** program in New York. The Part-Time positions are located at our Staten Island office. The contract instructor positions are **Remote Work-from-Home** opportunities for computer savvy instructors with 5+ years insurance teaching experience. Multi-state opportunities will be developing throughout 2009-2010. Position description outlined below.

Position Summary

Provides online and telephone training services to management and students using the WebEDsuranceTM and XAM-NETTM Personalized eLearning Technologies. Will develop proficiency in the use of the Study RegimentSM our proprietary study tool. Will update course and examination materials as needed. Manage and continually develop our Preferred Monitors and the Preferred Monitor Directory. Manage the logistics and instructor assignments for in-house corporate training assignments. Responsible for online student performance; tracking student online progress; and obtaining and recording state examination results; soliciting student evaluations and assessments. Monitor student progress to ensure results are achieved.

Essential Job Functions:

Facilitates and Instructs online training program

- Manages and Updates insurance courses and curriculum as mandated by the NYSID
- Manages student access to Monitored Final Exams, XAM-NET and Green Light Exams
- Manages student use of the Study Regiment
- Obtains and Records student state examination results
- Maintains student tracking and performance records

Manages the eLearning Support Systems

- Expands the number and proper use of Preferred Monitors

- Keeps current the Preferred Monitor Directory
- Marketing support for increasing corporate use of insurance online prelicensing courses
- Create information and marketing tools to end users

Coordinates per diem instructors for online and corporate classroom sessions and logistics

- Prepares instructors for in-house course delivery
- Manages logistics for traditional corporate training sessions

Assists with Planning and Review of Training Programs

- Reviews and provides feedback on courses and skills
- Expertise in appropriate state regulations for approved providers
- Provides feedback on continuing effectiveness of online structure and protocols

Communicates Information Effectively to Internal and External Stakeholders

- Reviews and disseminates course information and standards to class participants, corporate management and their staff members
- Disseminates feedback and comments from users to internal management
- Effectively manages diverse relationships
- Recommends changes to enhance course delivery and communication options

Self Development

- Takes responsibility for initiating goals for self development
- Manages own performance and development
- Uses tools provided within work environment to assist in achieving self development

Perform All Other Duties as Assigned

Job Requirements

- Must be able to obtain NYSID approval as a prelicensing instructor prior to hire
- NYSID requires a valid Score Report as evidence of passing the state licensing exam within the last three years; GlobalED requires a passing score of 85% or better to qualify as an instructor
- Prior licensing and approval as a NYSID approved instructor helpful but not required
- Minimum 3 years experience facilitating training or classroom teaching from a large education provider required.
- Experience in applying Adult Learning Theory and associated learning techniques to online and classroom/seminar formats
- High Proficiency in the use of personal computers and various software applications required (MS Access, Excel, Word, PowerPoint; IE) with the ability to learn newly developed proprietary software applications
- Independent self-starter with excellent organizational skills that require minimal daily supervision
- Excellent verbal, written and interpersonal communication skills in order to interact effectively with external contacts, internal personnel and company management
- Ability to design new projects and multi-task simultaneous projects on a daily basis
- Must be dependable and self-motivated individual with the ability to take action without being told.

Education: BA or BS Degree from an accredited four-year college or university

Experience: Five plus years teaching in insurance and other financial service sectors

Travel Requirements: 0-15%

Supervisory/Managerial Responsibilities: No Initial Direct Reports

EOE/M/F/D/V