

Job Title: INSTRUCTOR: HTML/CSS

Division/Department: Center for Creative Exploration (CCE)

Reports To: Executive Director, CCE

FLSA Classification: Non-Exempt (hourly)

Created: 2/6/2025

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JOB SUMMARY:

The Pennsylvania College of Art & Design is seeking an instructor for their professional development certificate course DES 155 Introduction to HTML/CSS. This is a contracted position for the Center for Creative Exploration Fall 2025 (September-November) session. The course meets online once a week for 10 weeks from 6-9 pm.

Center for Creative Exploration (CCE) at the Pennsylvania College of Art & Design (PCA&D) brings creativity to life for students of all ages through a range of classes, workshops, and certificate programs. Our vision is to be a regional leader in the creative processes through: providing exceptional educational experiences in visual arts and design; functioning as a center for creative exploration and influence in the region; helping students develop 21st Century career skills; nurturing innovative thinking and imagination by helping individuals and groups tap into their creative potential; enrolling students of all ages, backgrounds, and experience levels; and providing offerings ranging from personal growth and enrichment to professional development.

INSTRUCTOR FOR ADOBE HTML/CSS:

- Will teach basic HTML (Hyper Text Markup Language) which is used to generate websites, landing pages, emails, and more.
- Will focus on basic HTML coding, CSS (Cascading Style Sheets), and skills needed to plan a basic web page.
- Will teach file management, formatting for web pages, basic structural elements, text editing, image use, optimal file formats, and the use of color on the web.

QUALIFICATIONS:

- Bachelor level degree with 10 years of professional experience or Master level degree.
- Possess strong background in and proficiency of use of HTML/CSS.
- Proficiency in Adobe Photoshop or other image editing software.
- Ability to develop and deliver content through virtual platforms (specifically Google Classroom) and attend additional online education training
- Strong administrative and organizational skills with consistent accuracy, follow-through, and timely completion of projects.

- Teaching experience is preferred.
- Exemplary communication skills, ability to express ideas clearly and concisely both verbally and in writing, and a strong public speaker.

CURRENT COURSE DESCRIPTION

"This course will teach you basic HTML (Hyper Text Markup Language) which is used to generate websites, landing pages, emails, and more. The emphasis of this course is on basic HTML coding, CSS (Cascading Style Sheets), and skills needed to plan a web page. You will also learn file management, formatting for web pages, basic structural elements, text editing, image use, optimal file formats, and the use of color on the web. Adobe Photoshop or equivalent photo manipulation and file management experience is required."

CURRENT COURSE OUTCOMES

- Students will understand and demonstrate use of the most current versions of HTML and CSS
- Students will understand demonstrate how HTML and CSS code relates to the visual style, structure, and content of web pages
- Students will create a web page using an integrated development environment (IDE) and text documents
- Students will demonstrate an understanding of the way the internet works, including web servers and file structures
- Students will prepare images, audio, and video for sharing on the web
- Students will demonstrate the ability to control web typography and liquid layout
- Students will demonstrate an understanding of other uses and examples of HTML seen in everyday life

This is a contract position. Please submit a resume or CV and letter of interest through our application form: <https://forms.gle/AdYHVasS3ssqPo16a6>. Review of applications will begin immediately.

PCA&D is a private, independent college of art and design with just over 350 students. The College is distinguished by its interactive classes, one-on-one attention from exceptional faculty, a culture of creative exploration, and interdisciplinary learning opportunities. The College values diversity and has a growing record of academic achievement with first-generation students, students of color, LGBTQIA+ students, and other underrepresented students. PCA&D values diversity and inclusion in all aspects of the College community and invites candidates who, through administration and leadership, will contribute to our shared commitment to a diverse and inclusive academic art and design community.