POSITION ANNOUNCEMENT

INSTRUCTOR
COMPUTER INFORMATION TECHNOLOGY / COMPUTER INFORMATION SYSTEMS

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Instructor for the Computer Information Technology and Computer Information Systems programs.

MINIMUM QUALIFICATIONS
- Post-secondary diploma or equivalent in Information Technology or related field;
- Minimum three (3) years of work experience in a related field;
- Must have strong hands-on technical background in computer support, networking, security, webpage design and related technologies;
- Have expertise in desktop and server configuration and management, operating systems, intra and internet security, coding;
- Professional certifications desired such as CompTIA A+, Net+, Security +, Testout PC Pro, Security Pro, Microsoft Office Specialist or equivalent;
- Must possess the organizational and oral and written communication skills necessary to be an effective teacher and to interact with high school and adult students;
- Must show evidence of good character, mature attitude, and stable personality;
- Must commit to acquiring and maintaining program accreditation(s).

GENERAL DUTIES: The position is responsible for providing individualized instruction to high school and adult students in all phases of the CIT and CIS programs. The instructor must monitor, grade, and evaluate individual students' progress, maintain student records in the college's student records management software, maintain appropriate documentation, and submit timely reports. The instructor must also maintain good public relations with related business and industry, maintain an active advisory committee, cooperate with outside agencies and supervise and follow-up on students participating in cooperative education. This position is also responsible for administration of the College's computer networks and the maintenance and upgrade of software, computer equipment, and peripheral equipment. Other duties include curriculum development, student recordkeeping, and student recruitment, placement, follow-up of program graduates, participation in professional development activities, and participation in student organizations. Some travel is required.

SALARY: Commensurate with Tennessee College of Applied Technology salary guidelines.

WORKING CONDITIONS:
- Use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.
- Operating a motor vehicle to travel within the college service area and in other areas as needed.
- Must have the physical capability of meeting the demands of campus IT work as well as managing both CIT and CIS students.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, copies of certifications and application (available at the College or online at www.TCATCrump.edu). Submit applications to: Tennessee College of Applied Technology Crump, PO Box 89, Crump, TN 38327, or email henrietta.lusk@tcatcrump.edu.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.