POSITION ANNOUNCEMENT
COMPUTER INFORMATION TECHNOLOGY INSTRUCTOR – CRUMP CAMPUS

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Instructor for the Computer Information Technology program to be located at the main campus in Crump, Tennessee.

MINIMUM QUALIFICATIONS

- Post-secondary diploma or equivalent in Information Technology or related field
- Must have three (3) years of approved employment experience in the occupation to be taught beyond the normal learning period (generally four (4) years)
- Must have strong hands-on technical background in computer support, networking, security, webpage design, cloud computing 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

GENERAL DUTIES: The position is responsible for providing individualized instruction to high school and adult students in all phases of the computer information technology program. 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 shall develop, plan and prepare a complete progressive course of study, lesson plans, assignment and instructional aides, and keep these revised and up to date to meet the requirements of industry. Motivation, conduct, safety, discipline, and appearance of student during the time he/she is on the institution campus are also duties of the CIT instructor. 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 will assist in the 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 recruitment, placement of graduates for employment in related fields, 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 and other items weighing approximately 40 lbs.
- Work is performed in a classroom and lab setting with frequent interruptions and distractions.
- 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 CIT students.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, transcripts, applicable certifications and application online at tcatcrump.edu For more information call Madelyn Keith at 731-632-3393. Complete applications will be accepted until position is filled.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.
Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, madelyn.keith@tcatcrump.edu   See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.