



Job Title: Information Technology Instructor

Reports to: Campus Director or Department Director

Job Summary:

Vantage College has an open invitation for candidates to apply for a full time or part time instructor position at the Network and Computer Systems Administration program. This job opening is available through our campuses located in Austin, El Paso and San Antonio Texas.

The primary duty is conducting all aspects of IT training (teaching, tutoring, instructing, lecturing and participating in community outreach activities related to Computer Systems), works with lead instructor and or department director to modify and evaluate curriculum as needed, grade student homework, test and assignments, prepare and assess students before taking certification exams.

Essential Job Functions:

1. Conducts all aspects of IT training, works with other instructors and/ or department director to modify and evaluate curriculum as needed, and grades student homework.
2. Coordinates with department director to ensure class materials and preparations are complete prior to class date.
3. Creates and maintains a course outline and syllabus, presents class lectures and educational demonstrations, prepares course outline and syllabus, prepares course benchmarks (such as quizzes and exams) and maintains student grades/attendance reports.
4. Conducts technical training, facilitates labs for IT students, and does one on one tutoring as needed. Teaches topics related to desktop applications, networking, servers, and systems security, within established guidelines and time frames, and maintains appropriate student conduct.
5. Grades homework in a timely manner, and does all appropriate tracking of attendance and scholastic performance.
6. Maintains a high level of familiarity with a variety of IT practices and procedures. Researches changes in IT requirements and certifications. Keeps informed of training techniques, technological developments and advances, and trends, which improve training methods.
7. Works with other instructors to develop new and unique approaches to training including support documentation and classroom examples and exercises.
8. Prepare students to get certified as A+, Network+, Security+, Cisco CCENT, Microsoft's MTA Windows/ Server Operating Systems.
9. Makes training related recommendations regarding course changes, technical set-up, classroom tools, course prerequisites and rescheduling.
10. Make recommendations for on-going professional development and future training needs based on company needs.
11. Keeps all certifications held current and successfully obtains A+, Network+, Security+, CCENT, MTA certifications. Obtains other certifications as required or requested.
12. Endorsement of the teaching philosophy of Vantage College which supports a goal of success for all students through hands-on learning experiences, and strong faculty involvement.
13. Represents Vantage College mission and vision.



Job Requirements:

1. Associate or Bachelor Degree in IT oriented field from an accredited school and possess current IT certifications such as of A+, Network+, Security+, CCENT, CCNA, etc
2. Relevant experience in the Information Technology field as a Computer Specialist, Network Specialist, or IT Manager.
3. Prior experience as an instructor is desired.
4. Strong oral, written communication and interpersonal skills.
5. Demonstrated ability to effectively teach students from diverse academic, socioeconomic, and cultural backgrounds
6. Bilingual in English/Spanish preferred.

----- INSTRUCTIONS TO APPLY -----

Prospective candidates should provide electronically, as a single PDF file, the following material:

1. Cover letter
2. Curriculum vitae
3. Unofficial transcripts;
4. Copies of certifications
5. Contact information, including e-mail addresses and telephone numbers, for three references.

Please email all documentation listed above to jobs@vantage.edu; in the message's subject line enter the job position title and city of your interest (i.e. IT Instructor, San Antonio -Tx).