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**Computer Network and Systems Administration Instructor**

**Job Description Brief**

**FULL-TIME COMPUTER NETWORK AND SYSTEMS ADMINISTRATION INSTRUCTOR** reports directly to the Vice President for Academic Affairs. The Computer Network and Systems Administration Instructor is responsible for classroom and lab instruction in various Computer Network and Systems Administration courses and assists in updating current curriculum; providing quality instruction for a diverse student population; performing instructional duties and responsibilities in accordance with the philosophy, mission, core values, policies and procedures of the College.

**Minimum Qualifications**

* 10 years’ experience in Computer Network and Systems Administration or related field;
* Associates degree required or an approved equally related educational certification;
* If either of the two minimum requirements are less than previously described the candidate may be considered for the position as a temporary full-time instructor for one year minimum;
* Candidates must acquire the minimum associates degree or approved equivalent within 12 months of the hire date or within an approved extension between the College and the Association;
* Prior teaching experience for the minimum qualification can be counted as favorable for any structured teaching positions as a means to help justify hiring a minimally qualified individual in the temporary full-time position;
* Expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed;
* Ability to work independently while contributing to a team environment;
* Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner;
* Ability to effectively identify and resolve problems and to maintain strict confidentially related to sensitive information;
* Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes;
* Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public;
* Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; and
* Ability to interface with local employers in support of the Computer Network and Systems Administration Program.

**Preferred Qualifications**

* 15 years’ experience in Computer Network and Systems Administration or related field;
* Bachelor’s degree in closely related field of study;
* Candidate must acquire the preferred Bachelor’s degree in the program of study approved by the College within 60 months of being hired or within an approved extension between the College and the Association;
* Prior teaching experience in the related field;
* Cisco Certified Network Associate (CCNA) Certification;
* Skill in instructing students from diverse backgrounds;
* Skill in using authentic assessment to evaluate students’ needs and progress; and
* Skill in integrating technology into curriculum and other educational services

**Essential Functions**

* Teach assigned Computer Network and Systems Administration Technology courses and associated labs in accordance with College’s workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner;
* Ability to teach all Computer Network and Systems Administration courses within the program, including but not limited to PC hardware & electrical concepts, ethernet switching, TCP/IP protocol suite and IP subnetting, LAN cabling – fiber and copper, Microsoft server administration, active directory and group policy, mass client OS deployment (imaging and remote admin), Cisco switch and router administration, telecommunications, IP routing, HTML and IIS, VoIP, network security fundamentals, and other related processes and skills as required by the curriculum;
* Assists in the preparation of course proposals, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for Computer Network and Systems Administration Technology courses; assists with curriculum updates;
* Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Computer Network and Systems Administration Technology program; reviews and updates course outlines, textbooks, and course procedure sheets for assigned courses; integrates knowledge of customers, competitors, other industries, industry groups, and professional training to continuously improve program quality;
* Participates in Computer Network and Systems Administration Technology course scheduling, College and division meetings; serves on College committees as assigned; collaborates with Dean of Academic Affairs and Division Chair, along with other faculty and instructional staff to review and maintain the integrity of department curriculum;
* Assists in the management of the Computer Network and Systems Administration program; maintains equipment and supply inventory; perform administration and maintenance on all of the CNSA program’s multiple servers and networking infrastructure; and
* Performs other related duties as assigned.

*The Computer Network and Systems Administration Technology Instructor position is a 9-month, full-time, tenure track faculty position. Openings starting with the Fall 2020 semester. Collective Bargaining Agreement is based on 22 student contact hours and 3 office hours weekly and participating in college professional activities. Other duties and responsibilities are defined in the Collective Bargaining Agreement. Salary and rank for the position are determined on the basis of academic preparation and experience as projected on the Faculty Association Collective Bargaining Agreement.*

*Application materials must include a cover letter, a current resume, and academic transcripts. Send applications to Heather Burky, Attention: Computer Network and Systems Administration Position, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and postings will remain open until the positions are filled.*

*Thaddeus Stevens College of Technology is a residential, two-year technical college that serves economically disadvantaged as well as tuition-paying students. The college prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce.*

*Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply. For information about the college, visit our web site at www.stevenscollege.edu.*