POSITION ANNOUNCEMENT
COMPUTER INFORMATION TECHNOLOGY INSTRUCTOR

The Tennessee College of Applied Technology at Ripley is accepting applications for the position of a full-time Computer Information Technology Instructor/Network Administrator.

MINIMUM QUALIFICATIONS:

- Post-secondary diploma in Information Technology or related field with Associate/Bachelor's Degree preferred. Preference given to candidates with Microsoft Certified Professional certifications.
- Have a minimum of three (3) years successful work experience in networking and management information fields.
- Have documented experience as a Network Administrator or Administrator Assistant.
- Have a strong, hands-on technical background in computer repair, replacement and networking
- Have documented expertise of Windows Server Operating Systems, NT, XP, Windows 7 & 10; Office 2016; Visual Basic, SQL and HTML.
- Manage and meet all guidelines of CompTia and Microsoft IT Academies.
- Demonstrated knowledge and/or experience in Information Technology Security and Policies.
- Must possess good oral and written communication skills; have the ability to deal pleasantly and tactfully with customers.
- Must have good organizational and planning skills.
- Be willing to learn and use individualized instructional techniques. Must have the ability to establish and maintain effective interpersonal working relationship with students, faculty, staff, and general public.
- Be willing to maintain personal, state-of-the-art credentialing and certification in applicable emerging technology.
- Must have excellent professional ethics.

GENERAL DUTIES:
This position is responsible for individualized instruction in all phases of the Computer Information Technology program and administration of the College's computer networks. Other duties include coordinating curriculum updates, student record keeping, industry and student recruitment, placement and follow-up of program graduates and program budgeting. Maintain the installation of the local area network (LAN), wide area network (WAN), Email and Internet systems. Maintains and upgrades software and computer equipment. Investigates and resolves computer software and hardware problems of users. Installs and performs repairs to hardware, software, and peripheral equipment, following design or installation specifications. Answers staff and customer's inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word-processing, email, Internet and operating systems. Provides technical assistance and training to systems users. Performs related work and other duties as assigned.

SALARY: Commensurate with education and experience according to Tennessee Board of Regent guidelines.

In addition, the ideal candidate will be an enthusiastic, team player who is willing to go above and beyond the call of duty and whose career objectives include being a member of a dynamic and growing institution that has a vision to expand its services and increase its offerings to the citizens, businesses and industries in its service area. This is a non-tenure track faculty position. Qualified applicants may submit a cover letter detailing how they meet the requirements for the position, application (available at https://tcatripley.edu/about/jobs-and- employment) and accompanying resume to:

Tennessee College of Applied Technology Ripley
Attention: Linda Ray, Human Resource Office
127 Industrial Drive, Ripley, TN 38063 * 731-635-3368
linda.ray@tcatripley.edu

EOE/AA/Title IX/Title VI/ADA Employer
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