

# Information Technology Instructor/DXC Lead Instructor\*

## Job Announcement

Northshore Technical Community College is accepting applications for the following full-time, unclassified Grant Funded position to be domiciled at the Lacombe Campus:

**Applications will be accepted until position is filled, with preference being given to those received on or before May 10, 2019.**

Please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

**Attention: Hiring Manager**

**Northshore Technical Community College**

**65556 Centerpoint Boulevard**

**Lacombe, LA 70445**

**Telephone number: 985-545-1262**

**Email: [veronicaflynn@NorthshoreCollege.edu](mailto:veronicaflynn@NorthshoreCollege.edu) or [hr@NorthshoreCollege.edu](mailto:hr@NorthshoreCollege.edu)**

## **JOB SUMMARY:**

Responsible for providing instructional services in the area of information technology and leading the instructional portion of the DXC Project.

## **RESPONSIBILITIES:**

### Instructional/Teaching Performance

- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Meet deadlines related to this function.

### Program Coordination/Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

### Program/Instructional Management

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
- Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function

### School or Classroom Management

- Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function
- Maintain accountability of all assigned books, equipment, and supplies

#### Student Guidance/Advising Activities

- Provide career counseling and academic advising
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
- Serve special populations
- Make appropriate referrals to students with special needs
- Maintain appropriate number of students in class and in program
- Meet all deadlines related to this function

#### College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements

#### Provide service to the College that may include some of the following activities:

- Sponsor student organizations
- Serve on or chair committees
- Conduct or coordinate teaching consultant activities
- Facilitate workshops
- Teaching consultant activities
- Teach continuing education or customized industry courses
- Provide routine equipment maintenance
- Initiate and write new program proposals
- Serve on College committees as required

#### Provide service to the community that may include:

- Participate in health fairs
- Participate in charity or community activities
- Meet all deadlines related to this function

#### Professional Activities, Leadership, and Service – participate in professional development activities that may include:

- Complete coursework or degrees
- Membership in professional organizations
- Serve on a Board or in an Office of professional association
- Present a paper or facilitate a workshop at a professional conference
- Participate in a Leadership Academy
- Serve on an external institutional or program accreditation team
- Participate in industry visits
- Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
- Meet all deadlines related to this function

#### **DXC LEAD INSTRUCTOR RESPONSIBILITIES\*:**

- Assist in advising all incoming Information Technology students and in improving advising procedures for all computer science students. Advising students on courses, programs, concentrations, certifications, internships, and degrees available.
- Advise students on a one-on-one basis as needed on study skills, time management, note taking, refer to tutoring, etc.

- Plan and execute programs/activities for current students in computer science, IT, and related disciplines to strengthen student engagement and create positive skill-building extracurricular activities.
- Maintain a high knowledge of available resources on campus in order to assist students.
- Encourage and advise students from other programs to take courses in IT and related disciplines.
- Working with and soliciting support from student organizations.
- Build on-going relationships with students and use proactive strategies that help students define their academic goals, manage their day-to-day progress and provide them with opportunities to stay connected to the school/division/department.
- General office duties including assisting project managers and logging numbers for the recruiting managers
- Assist recruiting manager with helping students determine career pathways, apply for DXC positions, and working with campus career planning and placement centers
- Making students familiar with DXC as a resource for internships and other work-based opportunities
- Assist in preparation of activities and materials for any DXC events at the institution
- Monitor the academic progress of students, identify students experiencing academic difficulties and at risk for failure, and design and implement strategies to increase retention and completion of computer science majors. Collect and analyze data regarding retention and student success.
- Perform other related duties as assigned.

## **QUALIFICATIONS:**

**Minimum Requirements:** Bachelor's degree in Information Technology from a nationally or regionally accredited college or university with at least two years full-time work experience in the field and must be Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE) and have experience with the following: MS Office 2010/2013/365, Windows 7, Windows 8.1, Windows 2012 Server, SQL Server 2012, Apple OSX, and Linux.

**Preferred Certifications:** AWS Cloud Practitioner/Solutions Architect, CompTIA A+, CompTIA Network+, MCSA Windows 8.1, MCSA Windows Server 2012, MCSA SQL Server 2012, Security+, Apple Certification, Linux+, CISCO CCNA, MSCEA, NET, iNET+, AAS

## **SPECIAL SKILLS AND ABILITIES:**

1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills,

- projectors, etc. Must establish and maintain effective working relationships. Knowledge of and ability to follow College policies and procedures. Knowledge of trends, developments, new technologies affecting the Computer Information Systems program. Knowledge of curriculum and program development. Knowledge of public relations/marketing practices and methods. Skill in instructing students from diverse cultures and/or backgrounds. Skill in using authentic assessment to evaluate students' needs and progress. Skill in integrating technology into curriculum and other educational services. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to team environment. Ability to analyze problems, identifies solutions, and takes appropriate actions to resolve problems using independent judgment and decision-making processes.
2. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
  3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met.

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important.

#### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is primarily performed under general supervision in a typical classroom or laboratory setting with appropriate climate controls.

\*The DXC Lead portion is a temporary position that is renewable each year during the duration of the DXC Higher Education Grant program.

#### **Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.