
Job Title	Cisco CCNA Teacher's Assistant (TA)
PVN ID	BM-1808-002646
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Adult Continuing Education
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	6.00-30.00
Closing Date	Mar 19, 2019 (Or Until Filled)

General Description

Borough of Manhattan Community College (BMCC) Center for Continuing Education has been awarded by CUNY Central and the Department of Labor a 4 year grant called America's Promise. The purpose of the America's Promise grant program is to strengthen the pipeline of skilled workers to expand an economic region's middle- skilled and high-skilled workforce in IT-related industries. Provide individuals the opportunity to receive high-quality, tuition free education and training that leads to in-demand and industry-recognized credentials and degrees. To launch multiple cohorts to train, certify and place adults into competitive jobs in the IT sector.

Borough of Manhattan Community College (BMCC) Center for Continuing Education is looking for professional a professional TA who have a knack for delivering support training. The incumbent will be responsible for providing quality support to students by ensuring student satisfaction through a laboratory setting according to the program objectives and lead instructor. He / She must have a strong knowledge of the CISCO CCNA course material, handling of the live-equipment, and possess an active CCNA. You're course will prepare entry – mid level participants to gain the competencies needed to be successful in the field and prepare them to pass the CCNA (R&S) 200-125. Also, having the ability to teach the computer hardware and software of CompTIA A+ is a plus.

Turn your technical proficiency, on-the-job experience and great communications skills into a rewarding part-time teaching opportunity. We're hiring TA's to meet the growing demand for our training programs. Put your Hardware and Networking skills experience into the classroom that make an impact into the students' lives.

Other Duties

- Follow all rules, policies and procedures outlined by The Borough of Manhattan Community College.
- Enforce ACE administration policies and rules governing students.
- Assist Lead Instructor with supervision of class

- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
- Ability to establish and maintain effective working relationships
- Discuss assigned duties with Lead Instructor in order to coordinate instructional efforts
- Present subject matter to students under the direction and guidance of the Lead Instructor, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by Lead Instructor.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Distribute tests and homework assignments, and collect them when they are completed.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Observe students' performance, and record relevant data to assess progress.
- Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalate to other resources as appropriate
- Contributes to program outcomes by accomplishing related duties as required.
- Perform related duties and responsibilities as requested by the Lead Instructor
- Must demonstrate thorough technical and subject matter knowledge and experience through subject matter interviews, course audits, co-teach events and classroom instructor training.
- Must be living in New York City / Long Island or willing to travel to our premise at agreed times.
- Handle all attendee-related administrative matters satisfactorily, prior to, during, and immediately after course completion.
- Provide feedback to the proper department on any classroom events that may require immediate attention.
- A copy of all certifications will be required upon hiring.
- Must have prior teaching experience.

Desired Competencies:

- **To assist Lead Instructor in delivering course content to ensure successful completing of training requirements and certificate attainment.**

Qualifications

- Working knowledge of computers and related instructional technology devices.
- Working knowledge of installation of computer hardware, software and networking of R & S.
- 1+ years' in the field with experience in troubleshooting and maintaining operating systems
- 1+ years of TA experience in teaching and similar field
- Must be certified and currently active in CCNA
- Knowledge of CompTIA A+ is a plus

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Hours:

Monday – Friday 9:30 am – 4:30 pm

Monday – Thursday 6:00 pm – 9:30 pm

Saturday 9:30 am – 4:30 pm