
Job Title	Instructor - CCNA
PVN ID	BM-2401-006077
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education
Status	Part Time
Hourly Rate	\$50.00-\$50.00
Hour(s) a Week	6.00-12.00
Closing Date	Sep 03, 2024 (Or Until Filled)

General Description

Cisco Instructor Job Description:

Borough of Manhattan Community College (BMCC) Center for Continuing Education is looking for professional Technology Instructor who have a knack for delivering top-notch training. The incumbent will be responsible for providing quality instruction to students by ensuring student satisfaction through the classroom or laboratory setting according to the program objectives. He / She must have a strong knowledge of the CISCO CCNA course material, handling of the live-equipment, and approved as a Cisco Certified Academy Instructor (CCAI). This course will prepare entry – mid level participants to gain the competencies needed to be successful in the field and prepare them to pass the 200-301 CCNA: Cisco Certification Exam. Classes are also supported by a Teacher Assistant (TA), who is CISCO CCNA certified to help reinforce course content and prepare students to pass the national certification exam.

BMCC's Continuing Education provides educational opportunities, including high demand certifications, for the ones aspiring to become Information Technology professionals. Our programs are designed to prepare students for direct entry into the job market and provide hands-on instruction. It is our goal to specialize in those areas for which the job growth potential is highest. Our hallmark is personalized, practical, real-world instruction that best prepares the student for his or her future while meeting the needs of employers.

To learn more about our college, please visit: www.bmcc.cuny.edu/ace

Other Duties

Desired Competencies:

- Provide quality and technically relevant instruction, assessment, and feedback in lecture and laboratory in the areas of hardware repair & networking.
- Teaches material from approved curriculum and develops daily lesson plans.

- Organizes, prepares and regularly revises/updates all course materials.
- Ensure course and program learning outcomes are delivered as defined by the course syllabus and program expectation.
- Motivates students to actively participate in all aspects of the educational process.
- Designs assignments and tests to conform to the objectives of the courses in the curriculum.
- Provide clear documentation of student progress, student advising, and support of the academic success for at-risk students.
- Assist with course/program evaluation and continuous improvement.
- Assist, as requested, in the marketing of courses to prospective clients by providing technical information regarding course content and technical consulting in the area of client needs analysis
- Must demonstrate thorough technical and subject matter knowledge and experience through subject matter interviews, course audits, co-teach events and classroom instructor training.
- 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.

Qualifications

Job Requirements & Qualifications:

- Bachelor's Degree (B.S.) from a four-year college or university in the Information Technology or required field
- Excellent communications skills and hands-on experience and expertise.
- 2+ years' experience developing technology curriculums
- 5+ years' in the field with experience in troubleshooting and maintaining operating systems
- 5+ years of instructional experience in teaching and similar field
- Must be certified and currently active in CCNA & CCAI
- Knowledge of the CompTIA Network + / MAC OSX is a plus

Grant Sponsored: 06/17/024 - 02/22/2025

Work Schedule: Monday and Wednesday, 6:00 pm - 9:00 pm

Total hours: 390 hours