

<b>Job Title</b>	TechHire Instructors
<b>PVN ID</b>	LA-1910-003362
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Development
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$80.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Apr 05, 2021 (Or Until Filled)

## General Description

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LaGuardia Community College's Division of Adult and Continuing Education, Workforce Development Department, is seeking several TechHire Instructors for Data Analytics to teach a data analytics curriculum to incumbent workers in preparation for internal upgrades at employer partner sites. Four to five cohorts of data analytics training for incumbent workers will be offered through a grant for technology training from the US Department of Labor between now and December 2020. There are two training tracks:

- The track 1 curriculum is designed to train non-analysts for entry-level analyst positions and covers an introduction to data analysis; relational databases, SQL, and data extraction; python for data analytics; data analytics and descriptive statistics in python; data visualization, tableau, and presentations; and a capstone project and presentation.
- The track 2 curriculum is designed to train current analysts for senior analyst positions and covers an abbreviated review of all the topics in track 1 as well as a deeper dive into machine learning and modeling techniques.

### Key Responsibilities:

- Teach an approximately 200-hour curriculum in data analytics to incumbent workers at employer partner sites.
- Utilize interactive and adult-learner centered methodologies to ensure that students remain engaged and are able to master the material.
- Support students who struggle with the material through additional tutoring.
- Develop a detailed understanding of the current curriculum and attend a Train the Trainer workshop with the curriculum developer.
- Make tweaks to the curriculum over time based on employer partner needs and student success.
- Grade assessments and projects, providing constructive feedback to students and program staff.
- Maintain attendance and student performance records.
- Coordinator with the team as needed.
- Additional responsibilities as needed.

## Other Duties

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### Schedule and Location:

The track 1 curriculum is 190 hours and the track 2 curriculum is 205 hours. We will be delivering 4-5 cohorts of training between now and December 2020. Each cohort will have a different employer partner or set of employer partners. Some cohorts will be delivered on-site at LaGuardia Community College, while others will be delivered at the employer partner site. Each cohort will have its own schedule, which will follow one of the below schedules:

- Monday, Wednesday, and Thursday 5:30-9:30pm over 4 months
- Fridays 9am-5:30pm over 6 months
- Saturdays 9am-5:30pm over 6 months
- Monday and Wednesday evenings 5-9pm AND Saturdays 9am-5:30pm over 3 months

An instructor may teach only one cohort or multiple cohorts and may choose the cohort that fits their location and schedule availability.

## Qualifications

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### Required Qualifications/Skills:

- At least five years' experience in the field of applied data analytics, including significant experience with SQL, Python, and Tableau, as well as all other topics covered in the curriculum (see above). For track 2 instructors, significant experience with machine learning and modeling is required.
- Teaching experience, including experience utilizing interactive and adult-learner centered teaching methodologies.
- Ability to work with a diverse student population in a culturally competent and student-centered manner that builds student confidence and success.
- High level of organization with attention to detail and an ability to document student attendance and performance.
- Flexible and adaptable team player.

### Preferred Qualifications/Skills:

- Experience with applied data analytics in the healthcare sector.