Job Title	Lead Instructor, IT Certification & Computer Technology
PVN ID	LE-2306-005708
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Part Time
Hourly Rate	$45.00-$50.00
Hour(s) a Week	0.00-19.00
Closing Date	Aug 28, 2023 (Or Until Filled)

General Description

Lehman College School of Continuing & Professional Students seeks a highly skilled and experienced IT Instructor for its lead IT instructor position. You will be responsible for growing technology career and certificate training to upskill adults in the Bronx. Lehman's IT Certification and Computer Technology program tracks include CompTIA A+ and Network+, Web Development, Virtual Reality Training Academy and emerging tracks include Artificial Intelligence AI, Cisco CCNA, and Cybersecurity. We are looking for an instructor, who will teach in one of the tracks, and be able to identify and evaluate new IT training and certification opportunities. In addition, the instructor will recruit and identify faculty for other IT tracks and support instructional quality and integrity across IT programs. The lead teacher will also help advise students into appropriate IT training and career paths. This is a part-time position and reports to the Director of Continuing Education.

Other Duties

Teaching

- Teach part-time IT Certification and Computer Technology certificate training courses in one of the following tracks: CompTIA A+ and Network+ certifications, Cisco CCNA, Web development, Virtual Reality – VR, Augmented Reality – AR, or Cybersecurity.

Program and Curriculum Development

- Research, plan and develop program courses based on emerging technologies and in-demand jobs.
- Research/keep track of program offerings in the subject area by other colleges (CUNY and others) to evaluate opportunities for growth and expansion.
- Ensure all curricula are documented, maintain current syllabi for each course.
- Manage program accreditation, if applicable.
- Collaborate with CE Director on course pricing and profitability (including enrollment targets and breakeven).

- Select textbooks, e-materials and/or manuals and communicate information to Registrar.
- Work with other instructors to schedule each semester's classes and submit to Registrar prior to catalog deadline.
- Monitor and maintain program and course descriptions for accuracy.

Instructional Quality and Integrity

- Ensure instructional quality though class observations, student evaluations and syllabi review.
- Assign teachers to all scheduled classes and communicate teaching assignments, contact information and rates to CE Finance Manager to ensure accurate and timely payroll.
- Recruit, hire and supervise teachers in collaboration with CE Director.
- Provide orientation and onboarding to new teachers.
- Responsible for instructors' timely submission of Zoom links/room assignment, syllabi, attendance, grades and student evaluations to Registrar.
- Observe teachers, complete a faculty observation form, submit it to the CE Director.

Student Support

- Lead information and career sessions each semester.
- Lead student recruitment.
- Respond to student inquiries (email, chat, or phone).
- Advise students.
- Troubleshoot student concerns and inform Director of student complaints.
- Track program outcomes such as licensing/certification exam pass rates, student evaluations, etc.

Qualifications

- At least 6 years of direct adult teaching experience in one of the tracks listed above.
- Passion for working with non-traditional adult population in the Bronx.
- Strong marketing and customer service skills.
- Bachelor's degree or higher.
- IT industry certification
- Availability to teach mostly nights and weekends, standard flexible schedule for the other responsibilities (up to 19 hours/week).
- Ability to work remotely or in-person as needed

Preferred

- Technology industry experience
- Experience recruiting and managing technology teachers
- Experience supporting workforce technology training programs