

Lab Assistant – Computer Information Technology Program

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Lab Assistant for Computer Information Technology Program. This is a full-time day class, Monday – Thursday 6:30 a.m. – 4:30 p.m. with Fridays off.

Minimum Qualifications

A high school diploma or G.E.D. Equivalency. Vocational or Technical School certification, training, or apprenticeship in Computer Information Systems required. Associate degree preferred. One year of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 4 years. Teaching experience preferred. Passing a background check is required for this position.

1. Must possess a complete and thorough knowledge of procedures and methods related to teaching.
2. Willingness to remain current in the technological changes of the industry.
3. Shall possess skills and knowledge to teach principles and applications of Microsoft Office, CompTIA, A+, Network +, Security +, and other related computer software.
4. Possess good character, mature attitude, stable personality, and exhibit evidence of potential ability to instruct.
5. Requires initiative and cooperation, i.e., to plan and organize work without close supervision; show initiative and perseverance in satisfying student and community needs; ability and possession a desire to interact with other faculty, staff, and students.
6. Possess good organizational, mathematical, language, writing, and communication skills.

Essential Job Functions:

1. Develop lab experiences that reinforce course competencies.
2. Coordinate scheduling & assist with multimedia equipment use for students, faculty, and staff.
3. Assists with inventorying of all IT equipment campus wide.
4. Instruct students in safety and practice good safety habits.
5. Participate in professional development and growth annually.
6. Perform other duties directly and uniquely related to career and technical education as assigned by supervisor and/or administration, on and off campus.

Salary: Salary is commensurate with experience, education, qualifications and TCATN guidelines.

APPLICATION DEADLINE: Screening of applicants will begin immediately and continue until position is filled.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé, and TCATN Application to:

Tennessee College of Applied Technology Nashville ATTN: Human Resources
100 White Bridge Road
Nashville, Tennessee 37209
Fax: 615-425-5582

Email: sandra.glavin@tcatnashville.edu

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