Position Announcement

Title:	**Lab Assistant – Computer Operating Systems, Networking and Cybersecurity Program (Grant Funded, Full-Time)**
Classification:	Exempt - Full Time
Direct supervision received from:	TCATN - Vice President
Functional supervision received from:	TCATN - President
Office Location(s):	Nashville Campus 100 White Bridge Pike
Hours:	M-W: 6:30 a.m. - 4:30 p.m., TH: 6:30 a.m. - 4:00 p.m. (37.5 hrs.)

FUNCTION OF THE JOB:
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.

MINIMUM ACCEPTABLE 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 of a desire to interact with other faculty, staff, and students.
6. Possess good organizational, mathematical, language, writing, and communication skills.

SALARY RANGE: Commensurate with education and experience

APPLICATION DEADLINE: Review of applications will begin immediately, and applications will be accepted until position is filled.

SPECIAL INSTRUCTIONS TO APPLICANTS: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: rachel.white@tcatnashville.edu

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

Please download this application, fill it out, and save it with your name:

https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf

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