



## Position Announcement

<b>Title:</b>	<b>Lab Assistant – Computer Operating Systems, Networking and Cybersecurity Program (Grant Funded, Full-Time)</b>
<b>Classification:</b>	Exempt - Full Time
<b>Direct supervision received from:</b>	TCATN - Vice President
<b>Functional supervision received from:</b>	TCATN - President
<b>Office Location(s):</b>	Nashville Campus 100 White Bridge Pike
<b>Hours:</b>	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 inventoring of all IT equipment campuswide.
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:** \$41,500.00 - \$45,000 Salary is commensurate with experience, education, qualifications and TCATN guidelines.

**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](mailto: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>

**Title VI/ADA Employer**

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