JOB SUMMARY

The Computer Technology Instructor evaluates companies’ computer networked operating environments and assists in developing and providing training.

MAJOR DUTIES

- In coordination with the Quick Start project lead, evaluates companies’ computer networked operating environment;
- Provides training to support employee job performance;
- Maintains the network server and student workstation computers located in the technical training van;
- Configures server and/or computers and loads software as required to support scheduled training;
- Maintains and drives computer training van to training site throughout the state;
- Maintains inventory of supplies needed for the program; requests materials, prepares and submits program’s supply and material requirements.

COMPETENCIES

- Written and oral communication skills
- Decision making and problem solving skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision
- Ability to drive and maintain a 35 foot mobile computer van

MINIMUM QUALIFICATIONS

- Bachelor’s degree in an appropriate field *and* Three (3) years of experience using and teaching microcomputer software applications to an adult audience in a variety of technical settings *and* experience conducting training needs analysis

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.