Job Title: Instructor, Computer Technology  
Job Code: 10606

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.