



JOB DESCRIPTION

JOB TITLE: Professional Trainer - Technology Specialist	FLSA: Exempt
Department Continuing Education	Date: 1/9/17
Security Sensitive: Yes	Class: C42
Reports To: Director of Continuing Education	

Job Summary:

Under the direction of the Director of Continuing Education provides technological oversight of an IT centric learning lab, including the design layout, curriculum, and teaching of Cisco Certified courses. The primary duties of the Professional Trainer- Technology Specialist are teaching, tutoring, instructing and lecturing, and developing technology related training programs. The Professional Trainer- Technology Specialist position is a non-tenured, non-contract assignment not tied to traditional faculty teaching loads.

Essential Functions:

- Responsible for the design and development of all course materials and learning resources in a variety of formats including print, graphics, audio, video, animation and multimedia to support the unique teaching and learning of young learners;
- Develops instructional strategies and assessment techniques for the appropriate integration of instructional technologies and best practices in collaboration with Cisco and our community partners;
- Researches and makes recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support the teaching and learning requirements as set forth by all stakeholders;
- Responsible for maintaining student records and compliance with the Department of Labor accountability standards for the grant;
- Maintains and represents the Cisco Academy at Galveston College and serves as college liaison with Cisco and other technology resources with the guidance from the Director of Continuing education.
- Ensures compliance with current requirements put forth by Cisco and other stakeholders, community partners, including attending workshops, conferences, and training;
- Responsible for any match reporting on grants, and compliance documentation supporting work related grant, to community partners, and/or auditors;
- Provides support to the network and server environment;
- Responsible for the promotion and marketing for the Cisco networking Academy at Galveston College;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities:

- Associates Degree in Information Technology, or related field; comparable Cisco Certifications such as CCNA or higher may substitute for the lack of a degree;
- Two years related work experience to include but not limited to networking, desktop support, and computer based training;
- Experience in a networked technology environment, or an equivalent combination of education and experience;
- Demonstrated knowledge with TCP/IP, WINS, DNS, and DHCP protocols;
- Demonstrated knowledge with network devices, firewalls and routers, etc.;
- Ability to work independently as well as part of a team;
- Demonstrated competencies with PCs and associated software;
- Customer service oriented;
- Able to communicate effectively both orally and in writing;
- Ability to maintain an established work schedule;
- Effective communication and interpersonal skills;
- Effective organizational and planning skills.

Preferred Education, Skills and Abilities:

- Bachelor's Degree in Information technology, Information Systems, or a related field;
- Accredited Cisco Instructor;
- CCNA, CCNET;
- Experience teaching computer skills to new learners.

Work Environment:

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

Special Requirements:

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date