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# Example of Computer Instructor Job Description

Our innovative and growing company is hiring for a computer instructor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for computer instructor

* Performs related duties such as advising students on academic and vocational curricula, and acting as adviser to student organizations
* Orients and assists new faculty on college policies and procedures
* Conducts annual performance evaluations of fulltime faculty
* Reports to dean any faculty absences, student grievance/appeals, and other matters that may affect instruction
* Assists faculty, where needed, in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement, and analysis of outcomes
* Ensures submission of required fees and documentation, including reports of graduation rates, performance on state licensing or certifications examinations and employment rates
* Oversees the development, review and revision of course syllabi
* Ensures administration of and reviews course evaluation by students
* Recruits advisory board members
* Coordinates relevant program advisory committee activities, including annual meetings, agendas, and required documentation

## Qualifications for computer instructor

* Individuals with certifications such as MCSE, MCP, CNE, CCNA, CCNP, Network+, and Linux are preferred
* Minimum 3 years applicable experience in Electronics and 15 semester hours in the subject matter area are required
* Minimum 3 years applicable experience in computer maintenance and repair, troubleshooting, technical customer support
* Bachelor's degree required, Master’s degree preferred with at least 18 semester hours in the subject matter area required
* Expertise in LINUX preferred
* This position requires that the instructor be a CISCO Certified professional