JOB DESCRIPTION

Position Title: Instructor Cybersecurity, Networking and Computer Information Systems

Division: Business, Career and Tech Ed	**Employment Category:** Faculty
Primary Location: District-wide Based at the Downtown Center	**FLSA Classification:** Exempt **Remote Work Eligible:** No
Parameters: Full-Time; Academic Year	**Pay Grade:** Faculty 9M

Position Summary: The Instructor of Cybersecurity, Networking and Computer Information Systems (CIS) is responsible for the instruction of Cybersecurity, Networking, and CIS courses for majors and non-majors district-wide. Full time faculty members are professional educators with the primary responsibility of providing quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Teaches assigned Cybersecurity, Networking, and CIS courses and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for Cybersecurity, Networking, and CIS courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Cybersecurity, Networking and CIS program; integrates knowledge of industry trends and professional training to continuously improve program and course quality

Contributes to the maintenance, troubleshooting, and building of hardware and software necessary for the successful deployment of all Cybersecurity, Networking and CIS courses

Participates in department course scheduling, as well as department, division and college meetings; serves on college committees as assigned. Serves as advisor for Cybersecurity, Networking, and CIS student organizations

Participates in the recruitment of prospective Cybersecurity, Networking and CIS students. This includes, but is not limited to, working with partner institutions in the development and maintenance of a sustainable recruiting model

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work

JOB DESCRIPTION

harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in Cybersecurity, Networking, CIS or related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Attainment of professional certification within 1 calendar year of the date of hiring (Security+ or higher)

Experience with the use of technology in lecture and lab settings

Preferred Qualifications:

Master's degree in Cybersecurity, Networking, CIS or related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Experience teaching Cybersecurity Networking, CIS and/or computer related courses in higher education

Three years of related professional/industry experience

Teaching experience using alternative delivery methods

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of curriculum and program development

Knowledge of computer networking concepts and protocols, and network security methodologies

Knowledge of risk management processes (e.g., methods for assessing and mitigating risk

Knowledge of virtualization technologies and virtual machine development and maintenance

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in applying security control

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Skill in using virtual machines. (e.g., Microsoft Hyper-V, VMWare vSphere, Citrix XenDesktop/Server, Amazon Elastic Compute Cloud, etc.)

Skill in configuring and utilizing software-based computer protection tools (e.g., software firewalls, antivirus software, anti-spyware)

Skill in configuring and managing network devices such as switches, routers, and wireless access points

Skill in configuring and utilizing network protection components (e.g., Firewalls, VPNs, network intrusion detection systems)

Skill in system, network, and OS hardening techniques. (e.g., remove unnecessary services, password policies, network segmentation, enable logging, least privilege, etc.

Skill in communicating with all levels of management including Board members (e.g., interpersonal skills, approachability, effective listening skills, appropriate use of style and language for the audience)

Skill in using network analysis tools to identify vulnerabilities. (e.g., fuzzing, nmap, etc.)

Ability to conduct vulnerability scans and recognize vulnerabilities in security systems

Ability to operate common network tools (e.g., ping, traceroute, nslookup)

Ability to communicate complex networking concepts clearly and in an understandable manner for students with varying technical backgrounds

Ability to understand technology, management, and leadership issues related to organization processes and problem solving

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

JOB DESCRIPTION

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment:

Work is performed under general supervision. Instructors perform instructional duties in various modalities, including face-to-face, live streaming, and online. This includes both lecture and lab sections that may include exposure to mechanical, electrical, and chemical hazards.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate and exposure to biological and chemical hazards.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Dean of Business, Career, and Technical Education