



**Job Title: Network Plus Instructor and Job Counselor
(Part-Time)**

JobTrain seeks a dynamic instructor to teach networking and prepare students for the CompTIA Network Plus certificate. You'll help create the curriculum and teach the class to up to 20 students. The students will have completed our initial IT Service and Support class (or equivalent) and be motivated to deepen their technical understanding of networks. The more real world experience you bring to the class, the more prepared the students will be to advance their careers. You'll work closely with a passionate group of instructors and counselors dedicated to making a difference in the lives of students.

This is a part-time position with somewhat flexible hours. The class will be in the evening or on weekends (exact hours TBD). Due to Covid-19 restrictions, the class will be entirely online.

Responsibilities:

- Curriculum. Update and refine the course curriculum based on employer needs. This could include creating supplemental projects to bring hands on experience and real world situations into the classroom
- Teaching. Teach the class. Create a dynamic and collaborative classroom community
- Student support. Evaluate students in a manner that provides constructive feedback to motivate students to be successful
- Admissions. Assist in the interviewing and assessment of prospective students

Skills and Experience:

- Able to refine a curriculum and lesson plans based on the certification test and employers' needs. Make good use of online resources
- Have fluency in advanced networking, including networking infrastructure, operating systems, servers and hardware installation, as well as a working knowledge of Windows, Mac OS and iOS, and Linux operating systems.
- Have previous experience teaching technical topics, through, for example, a course, workshop or team training

- Able to adjust classroom activities to meet the learning needs of all level of students
- Excellent relationship management skills
- Great empathy and ability to understand students' motivation
- Real world experience in high tech is preferred

Education: A bachelor's degree or equivalent work experience.

Experience: Applicants should have at least two years of work experience in positions related to the subject matter. Previous teaching experience is strongly preferred but not required.

Job Type: Part-time

Hours per week: 20-29

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: Fully Remote

This Job Is Ideal for Someone Who Is:

- People-oriented -- enjoys interacting with people and working on group projects
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- A “Fair Chance” job (you or the employer follow Fair Chance hiring practices when performing background checks)
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma
- A job for which people with disabilities are encouraged to apply

Work Remotely: Temporarily due to COVID-19

COVID-19 Precaution(s): Remote interview process

About JobTrain

Located on the Menlo Park/East Palo Alto border, JobTrain is an accredited, private non-profit school, which offers an array of career training programs and supportive services for adults and out-of-school youth to help lead them to sustainable, stable careers. We serve individuals who have overcome significant academic, career and personal challenges to be successful in school and work.

How to Apply:

Interested candidates should email a resume and thoughtful cover letter to info@jobtrainworks.org with **Network Plus Instructor** in the subject line.

This position is now open, and applications will be accepted until the position is filled. JobTrain is an equal opportunity employer. Successful candidates must have legal residency and work eligibility in the United States (per INS Form I-9 instructions). JobTrain will require the successful candidate to undergo a background check.

Note: Applications will be reviewed as they are submitted. Due to the volume of inquiries that we receive we are not able to respond personally to every resume. We do review every submission carefully and will contact those that we would like to bring in for an interview.

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