

TITLE: Assistant Technical Instructor- IT Fundamentals and Networking
LOCATION: New York, NY

Background

NPower is a high-performing leader in providing pathways to successful tech careers for young adults from underserved communities and veterans across the US and Canada. NPower's award winning training programs use curriculum informed by senior industry leaders and labor market trends. On average, NPower graduates 80% of enrolled students, places 100% of graduates in paid internships and has over an 80% rate of success for employment or continued education within 6 months of graduation.

We address many of the primary barriers that our veteran community confront. Beyond free technical classes, our career training programs provide in-demand certifications within weeks, paid internships, professional networking and mentorship with business leaders, soft skills coaching, connection to social services, job placement assistance, transit assistance and an opportunity for graduates to give back to the program via our professional volunteer network. We provide ongoing career coaching, advanced certifications, and leadership development for our alumni, ensuring that we are developing true pathways for long-term success for our students.

Responsibilities

- Program Assistance
 - Work to maintain student retention at 80% or more during cycle
 - Work to obtain 80% certification goals per cycle
 - Help to manage the classroom and students (attendance, behavior, attitude, etc.)
 - Assist instructor and guest lecturers in prepping classroom and materials
 - Handle with data collection and tracking – including student assessment scores, classroom performance, and bring reports and insight to meetings
 - Help maintain an environment of positive, helpful, open communications
 - Motivate students to actively participate and engage in learning
 - Demonstrate successful classroom management
 - Contribute to assessment tools that measure learning and growth of students and to ensure successful transition of students into jobs and careers
- Instruction Assistance
 - Ensure and maintain a fully functioning technical lab. Perform daily spot checks of computer equipment and count inventory weekly.
 - Prep classroom technology for activities / labs
 - Assist instructor with technology labs and games
 - Provide shoulder to shoulder training for struggling students
 - Teach students on a select module/s
 - Correct assessments and record results
- Technology Support
 - Configuration and Systems Maintenance for Training /classroom (laptops, servers, other components under the instruction domain)
 - Administration, maintenance and documentation of Tech Fundamental's IT infrastructure (servers, printers, data security systems, email etc)
 - Handle the donations process in conjunction with Community Relations (receiving, testing, documenting, deploying)

- Work independently on IT-related projects as assigned.
- Technology procurement. Maintain software library, MSDN library, licenses, and an inventory of office equipment (serial number, software, & IP addresses).

Position Qualifications:

- A passion for helping people grow, develop themselves, and better their lives and their community.
- An interest in creating a hands-on interactive learning environment
- Strong interpersonal skills – experience working with diverse individuals and groups
- Ability to motivate students to actively participate and engage in learning develop knowledge habits that meet the needs of internship partners and employers.
- Ability and desire to act as a mentor and role model to young budding technologists
- Must have good classroom management skills, and ability to work with groups of varying ages, abilities and levels of maturity
- Must be flexible, open to new ideas, creative and energetic, in addition to working well in team-based, entrepreneurial, and diverse environment.
- Must be able to work Monday - Friday for up to 8 hours in a fast pace environment

Requirements:

- A+ certification or other industry leading certification
- Graduate or technology training program

Skills Needed:

- Dedicated and ambitious
- Can multitask and be detail oriented
- Proactive / Responsible
- Willing / enthusiastic
- Role model and disciplinarian
- Mature and professional
- Consistent / positive
- Able to work in a team
- Invested in own personal development
- Want to help others
- Broad interest in IT

HOW TO APPLY

Submit a cover letter explaining your interest in the position and a resume to robert.vaughn@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.