



**SOUTHERN VIRGINIA HIGHER EDUCATION CENTER
JOB VACANCY ANNOUNCEMENT**

POSITION # W0047

WORKING TITLE:	Career Tech Academy Information Technology Lab Tech
ROLE TITLE	Trainer and Instructor I
PAY BAND:	3
HIRING RANGE	\$20/hr.
UNIT/LOCATION:	083/Halifax
CLOSING DATE:	OPEN UNTIL FILLED

Job Description:

The Southern Virginia Higher Education Center is currently seeking a qualified individual to fill the position of Career Tech Academy Information (CTA) Technology Technician. It is a hands on regional training center located at the SVHEC, and available to high school students from Charlotte, Halifax and Mecklenburg Counties. High school students can earn community college credits, a Career Studies Certificate, and Industry Endorsed Credentials. The CTA IT Program allows students to complete core curriculum and instructional courses in one year of high school preparing them for Comp TIA's A+, and Server + assessments.

The purpose of the CTA IT Academy Lab Technician position is to provide instructional support for CTA IT Instructor by assisting trainees during IT training classes; preparing for hands-on lab activities; and helping with IT projects such as infrastructure and equipment changes/upgrades and inventories. This position reports to the CTA Administrator.

PLEASE NOTE: This is a restricted classified, grant funded position. Funding is dependent upon grant funding availability.

Minimum Qualification (s):

High School diploma or equivalent. Possesses the analytical and communication skills necessary to assist others with installing, configuring, and troubleshooting hardware, operating systems, and networks using appropriate security and operational procedures in an applied learning lab environment. Demonstrates effective written and verbal communication skills. Demonstrates the communication skills necessary to present information technology topics in a competent and professional manner within the teaching environment. Maintains an in-depth understanding (practitioner of information technology). Proven ability to work effectively with a variety of computer equipment and testers. Information technology industry-endorsed credentials or an equivalent combination of education and experience may substitute for educational requirements.

Preferred Qualification (s):

Experience with installing, configuring, and troubleshooting personal computing devices, servers, and wireless networks.

Special Instructions to Applicants: State employees who have been affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date for this position. The card may be scanned and attached to the application or faxed to (804) 371-7401. Please include your name and the position number of the fax cover sheet.

Southern Virginia Higher Education Center does not accept "See Resume" as a response to any question. Information on the application is the primary source used for screening the position. Failure to complete any section of the application may disqualify the application for further consideration. Applications should include complete work history, including periods of unemployment if applicable. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Cover Letter and Resume Required**

"Southern Virginia Higher Education Center is dedicated to recruiting, supporting, and maintaining a competent and diverse work force."

Equal Opportunity Employer

Southern Virginia Higher Education Center/820 Bruce Street/South Boston, VA 24592