

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Instructor of Cyber Security (Adjunct)

DEPARTMENT: Instruction/CTE

REPORTS TO: Executive Director of Workforce Education & Economic Development

SUPERVISES: N/A

FLSA: Exempt Non-Exempt

DOCUMENT STATUS: New/Date: 10/22/2021 Revision # _____ Date: _____

TRAVEL: Occasional travel may be required

COLLEGE-WIDE **CAMPUS:** RANGELY CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

This position offers an experienced secure coding/cybersecurity educator the opportunity to work with a small, nimble and innovate team to grow the new cybersecurity program at CNCC. Faculty provide the resources for a quality learning experience for students by ensuring coherence in the discipline, rigor in the content, and relevance and currency to the practice.

PRIMARY DUTIES:

- Plans, designs, and provides 3 to 6 credits per semester (fall, spring, summer), of theoretical, laboratory instructional excellence which reflect an understanding of the program's philosophy, objectives and curriculum.
- Evaluates student achievement of curricular objectives and outcomes related to cybersecurity knowledge and practice.
- Creates a safe space for interaction and students' participation in class and discuss different opinions on a given topic.
- Develops additional delivery options to increase equitable access to secure coding/cybersecurity learning across more of our concurrent, traditional, non-traditional and non-credit pathways.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training: Bachelor's Degree in secure coding/cybersecurity or related field.

Prior Related Experience:

- Documented experience programming in low-level and/or high-level languages, such as C, C++, C#, VB.NET, Java, Python or Assembly
- Post-Secondary teaching or training experience
- Three years of industry experience in programming, information technology or systems analysis and design
- Experience with various operating systems (Windows, Linux, UNIX, etc.)
- Experience with Microsoft Office

Licensure/Certification: Valid Driver's License

Other:

- Willingness and ability to teach: Unix/Linux Server Admin, Configuring Windows Server, Fundamentals of Unix and/or Intro. to Programming (lang)
- Possess diplomacy, tact, and the ability to use good discretion with confidential student information
- Excellent verbal and written communication skills to communicate with students/parents/families and collaborate effectively with campus partners
- Demonstrated maturity in leadership and decision-making
- Experience in program development Dispute resolution skills and experience in conflict-resolution

PREFERRED QUALIFICATIONS:

Education and Training: Master's degree in secure coding/cybersecurity or related field

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a resume, letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing					X	
Walking					X	
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing	X					
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.		X				
11 - 20 lbs.	X					
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work			X			
Other Sensory Requirements	X					
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)				X		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:		X				

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____