Instructor, Information Systems
College of The Albemarle

Job Title	Instructor, Information Systems
Department	Business, Industry, and Applied Technologies
Institution	College of The Albemarle
	Elizabeth City, North Carolina
Date Posted	May 21, 2025
Application Deadline	Open until filled
Position Start Date	Aug. 1, 2025
Job Categories	Lecturer/Instructor
Academic Field(s)	Sciences - Computer Science
Job Website	http://www.albemarle.edu
Apply Online Here	https://www.schooljobs.com/careers/albemarleedu/jobs/4939870/instructor-information-systems?pagetype=jobOpportunitiesJobs
Apply By Email	
Job Description	

Description

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This position is open until filled
Priority review date: June 13
Current status - Accepting applications

Position Subject to Availability of Budgeted Funds

9 Month Faculty

The role of the full-time Instructor, Information Systems is responsible for sharing expertise in foundational computer skills, cloud computing, networking, project management, and operating systems. The instructor will foster engaging, student-centered learning activities that encourage critical thinking and a passion for lifelong learning. Staying updated with emerging technologies, including Artificial Intelligence (AI), is crucial. A variety of teaching strategies, learning styles, and delivery methods, including innovative technologies, will be employed to achieve these goals. This role may also involve teaching evening classes, classes at different campuses or off-site locations, as well as distance education, online, or hybrid courses, depending on instructional and staffing needs.

The Instructor, Information Systems receives supervision from the Program Coordinator, Computer Technology and Information Systems.

Examples of Duties

- Prepare, teach and evaluate assigned instructional courses.
- Update course syllabi to reflect changes.
- Develop supplemental teaching materials to augment courses.
- Create, maintain and update course information as well as grades in a learning management system (LMS) such as Moodle or Blackboard.
- Implement new teaching strategies as appropriate.
- Evaluate textbooks for relevancy, quality and currency, making recommendations as necessary as per established policy.
- Maintain accurate records of students' attendance and performance.
- Submit reports in an accurate and timely manner.
- Adhere to assigned teaching load/hours.
- Integrate new technology in instructional delivery methods.
- Participate in planning to identify needed courses (current and future).

- Provide information/data for the annual department budget based on stated goals.
- Adhere to/enforce policies and procedures related to academic area.
- Maintain a hazard free environment and practices safety in lab(s) or classroom.
- Keep students advised of their progress in class and when needed, refer students to the Academic Support Center for assistance.
- Provide guidance and advice to assigned student advisees.
- Register advisees for classes.
- Maintain weekly office hours per college guidelines or as designated by off-campus assigned location.
- Attend advising workshops and remains current in new technologies regarding registration.
- Participate in student recruitment activities.
- Keep students advised of their progress in class and when needed, refer students to the Academic Support Center for assistance.
- Write letters of recommendations for students on request, if appropriate.
- Stay abreast of new developments and changes in academic field.
- Adhere to college's policies and procedures.
- Develop, implement, evaluate and report on program goals, student learning outcomes (SLOs), unit action plans (UAP), etc.
- Participate in professional development, as appropriate, as related to: instructional area; new teaching methods; new technology; professional organizations - locally, statewide, and nationally.
- Request funding necessary to participate in professional development activities.
- Participate in activities that enhance the college mission.
- Participate in the college's Institutional Effectiveness Plan.
- Participate in the Faculty Senate.
- Serve on college's standing committees and ad hoc committees, as requested.
- Attend Fall/Spring Convocation, graduations and other college meetings as scheduled.
- Serve as advisor to student clubs or organizations, as appropriate.
- Participate in administrative activities related to student admissions, progression and graduation, as requested.
- Perform other duties as assigned.

Typical Qualifications

Required:

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- Master's degree in Computer Information Systems, Computer Science or other related field or a master's degree with 18 graduate semester hours in Computer Science, Information Systems Technology or a related field from a regionally accredited college or university.
- Student centered approach to education.
- Commitment to teaching in a comprehensive community college.

Desired:

- Multiple high-stakes industry-certifications in areas including: database management, operating systems or networking such as A+, NET+, MCP/MCSE, CCENT/CCNA.
- At two years teaching experience.

Knowledge, Skills & Abilities

Abillity to:

- Communicate effectively both orally and in writing.
- Demonstrate organizational and time management skills.

Knowledge of:

- Knowledge of Microsoft Office applications including Word, Excel, Access and PowerPoint.

An in-depth knowledge of two or more of the following:

- Software development on both PC and mobile platforms;
- Advanced system administration including installation, configuration and testing of single-user and server-based operating systems;
- Network management including design and configuration of basic Local Area Networks (LAN) and Wide Area Networks (WAN) environments and server installation and maintenance; and data/system security; and General knowledge of A+ competencies; hardware installation; troubleshooting; and basic digitals.
- Cyber Security and Artificial Intelligence.

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EEO/AA Policy

College of The Albemarle is an Equal Opportunity Employer and seeks candidates who reflect the diversity of our region. In striving to create and sustain a welcoming learning community for all members, employment decisions shall be made without regard to race, national origin, color, religion, sex, disability, age or political affiliation.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact	JaQuay Sutton
	Human Resources
	College of the Albemarle
	1208 N. Road St.
	Elizabeth City, NC 27909
Phone Number	252-335-0821
Contact E-mail	jaquay_sutton85@albemarle.edu