



Job Title: Microsoft / MCT Contract Instructor
Department: Education Center
Reporting To: Education Center Manager

Position Summary

Contract Education Center instructor will offer instruction in Microsoft certified technical classes.

Essential Duties And Responsibilities

- Offer instruction in certified technical courses at the Education Center and at customer sites.
- Ensure that courses are current and within certification guidelines for Education and Testing Centers.
- Maintain all Certifications as Required to teach courses.
- Maintain / setup classroom computers, equipment, and update hardware as necessary for classes.

Secondary Responsibilities

Instructors may be asked to perform one or more of the following to ensure the success of the Center:

- Assist in creating curriculum for customized courses for customers
- Act as mentor to former or future students of the Center
- Assist in writing proposals to customers for training
- Perform other duties as needed by the company, such as consulting AlphaTec's clients.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Qualifications

Education and/or Experience

Minimum 3 years experience as a Microsoft Certified Trainer, and updated MCSE certification required.

Certificates, Licenses, Registrations

Microsoft / MCT Certification.

Communication Skills, Reasoning Ability and/or Mathematical Skills

Excellent presentation in the classroom and communication skills. Ability to quickly learn new technologies and troubleshoot in and out of the classroom.

Physical Demands and Work Environment

Stamina to present in the classroom day after day.