



POSITION ANNOUNCEMENT

Title: IT Instructor
Location: National Capital Region

ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit and corporate internships.

In our tenth year of operation, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the summer of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see www.yearup.org for more information about our program.

POSITION OVERVIEW:

Year Up is seeking an Information Technology Instructor to support programmatic and academic activities including teaching, curriculum development, lesson planning and advising

The IT instructor at Year Up is more than just a technical trainer. The individual in this role is tasked with providing high support for, and having high expectations of, our students. S/he trains students not just in their acquisition of technical skills; Year Up guides students in workplace etiquette and behavior, personal and professional decision-making, and communication skills. The goal is to build students' skills and confidence in preparation for success on, and beyond, their Year Up internships.

The IT Instructor reports directly to the Director of Academics. Instructors participate in committees, site meetings, and other activities that enable our organization to operate and grow successfully.

KEY RESPONSIBILITIES:

- Teach the three courses that comprise the Year Up IT curriculum: Introduction to Computer Applications and Computer and Network Support I and II.
- Develop and implement quality lesson plans that deliver the material to students of varying levels of experience and learning styles.
- Collaborate with other members of the academic team to develop curricula and syllabi, providing suggestions for improvement as appropriate.
- Create interactive, collaborative and experiential learning and classroom environments.
- Uphold the Year Up student contract, which sets the minimum standards of behavior expected of professionals in the workplace.

Team/ Learning Community member

- Serve as an advisor for a small number of students
- Participate in and sometimes facilitate weekly group sessions with students
- Participate in staff meetings and trainings
- Work collaboratively with the YU team to accomplish any tasks that need to be accomplished at our site

Qualifications:

- A passion for working with urban young adults, an unshakeable belief in their potential, and confidence in one's ability to make a difference
- Very strong communication, teamwork and professional skills
- Intermediate to expert level proficiency in desktop support, help desk and troubleshooting; Windows 9x, NT, 2000 and XP; Network Connectivity; TCP/IP basics, and PC hardware support; Printing; MS Office; Internet and

Email/Group Ware applications

- Ability to function well in a fast-paced, entrepreneurial and evolving culture
- Bachelor's degree and three to five years field experience; Master's degree in a related field is preferred
- At least two of the following:
 - Experience working with a similar population
 - Technical training and/or classroom teaching experience
 - Technical certification (A+, MCSA, MCSE, etc.) and/or experience in an IT support role

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

To Apply:

E-mail a resume and thoughtful cover letter stating the skills/experience you have that match the qualifications of this position as well as how you heard about the position to **Nicolette Berté** at jobsncr@yearup.org. Please include "IT Instructor" in the subject line. No phone calls please.

For information on Year Up, go to: www.yearup.org

Year Up is committed to hiring staff who reflect the diversity of the communities it serves.