FULL TIME STAFF POSITION – COMPUTING LAB INSTRUCTOR
RIT DUBAI
POSITION DESCRIPTION

ABOUT RIT DUBAI
RIT Dubai, a not-for-profit university affiliated with Rochester Institute of Technology in Rochester, NY, USA and located in Dubai, United Arab Emirates (UAE), is accredited by the UAE Ministry of Higher Education and Scientific Research and is licensed in Dubai by the Knowledge and Human Development Authority (KHDA). Individual degree programs may also have professional accreditations, such as the Association to Advance Collegiate Schools of Business (AACSB) for our business programs. RIT Dubai was established in 2008 to provide world-class educational programs in the UAE for students and professionals from across the globe. The vision of RIT Dubai is to be the premier provider of career-focused, technologically advanced education in the Middle East. RIT Dubai students are part of a new and exciting learning environment, one that is dedicated to the development of students’ competencies in engineering, business, information technology, service leadership, innovation, and entrepreneurship.

The Position
RIT Dubai is currently seeking applications from exceptional candidates with a strong commitment to education for the computing lab instructor/technologist position for its computing programs. Responsibilities include teaching and supporting students and faculty all computing labs and research activities.

Duties and Responsibilities
- Teach the labs associated with the computing information technologies and computing security courses.
- Develop, update, assemble/disassemble, and support the experiments and demonstrations required for the computing labs and research activities and oversee the proper usage of equipment and instructional software systems.
- Perform regular inventory check and follow up on equipment orders.
- Work with faculty to determine new hardware and software needs as well as updating the hardware and software of existing labs.
- Perform a regular maintenance schedule on the computing equipment. Work with the IT department on maintaining computer equipment for instructional laboratories.
- Support students’ extracurricular and club activities.

Required Qualifications for the Position
- Masters’ degree in Computer Science, Information Technology, or a closely related field.
- Previous teaching experience (courses and labs) in information technology, networking, and computing security and experience with working with specialized networking equipment and instructional computing software.
- Industry Certifications.
- Excellent communication skills.
Communications/Interpersonal Relationships
This position require interaction with:

- Department Head – for reporting, scheduling, and setting expectations.
- Faculty – for alignment on instructions for the computing labs and for working closely on acquiring new equipment and software.
- Students – through teaching the labs and to answer their questions and support their lab needs and extracurricular activities.
- Vendors – for ordering new lab equipment, solutions and services.
- IT Department – for alignment on software and computing resources

Responsibility for Health/Safety of Others
This position has responsibility for the health and/or safety of others. Responsibilities include providing students with instructions on safety and proper use of equipment, monitoring their lab activities, and making sure electricity and signal radiation are used according to the safety rules set by the vendors. Lab equipment must be maintained according to vendor’s recommendations.

Application and Nomination
Please email your application to careersdubai@rit.edu. Please submit the following items as part of your application:

- Subject line must include the source, your name and position you are applying for; e.g.: Computing Lab Instructor – Dr. John Smith – Computing and Networks
- Resume or curriculum vitae
- Contact information
- A cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements, and how these address the required and preferred qualifications for the position.
- Names, addresses and phone numbers of three references

Applications review will begin immediately and continue until a candidate is found. Only shortlisted candidates will be contacted.