



**POSITION ANNOUNCEMENT**

Eastern West Virginia Community and Technical College, a public, state-supported comprehensive institution, serving the six-county district (Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

**Cyber Security Coordinator/Faculty**

<b>Position Title:</b> Cyber Security Coordinator/Faculty-Online/Hybrid	<b>FLSA Status:</b> Exempt	<b>Last Revision Date:</b> 09/25/2024
<b>Division:</b> Academics	<b>Location:</b> Main Campus	<b>Reports to:</b> Division Chair for Business, Computer, and Information Technology
<b>Pay Grade/Salary:</b> \$50,000	<b>Classification:</b> Full-Time Faculty	<b>Position Number:</b> 0492P00078

**Position:** 10 Month, Non-Tenure Faculty, Benefit-Eligible, Grant Funded  
**Location:** Moorefield, WV

**Overall Faculty Responsibilities:** While primary responsibilities include teaching and assessing learning; institutional service; advising; and professional development, the College seeks to break the frame that traditionally surrounds faculty assignments, especially since academic needs vary in small community and technical colleges. As such, Full-Time Faculty are expected to perform the following responsibilities:

- Utilize various technologies (i.e., Brightspace, VDL) in the classroom for distance delivery of instruction
- Work effectively with others as part of an education team
- Write and update curricula including course outlines and syllabi
- Teach up to 15 credit hours online per academic semester (fall and spring).
- Maintain office hours per college policy
- Integrate learning outcome assessment techniques in their instructional planning, curriculum design, and teaching activities
- Submit course-level assessment reports and program reviews when needed
- Apply technology to the teaching and learning process
- Deliver instruction in a variety of formats
- Thrive in cross-functional roles
- Collaborate in flexible, imaginative problem solving
- Make data-driven decisions
- Maintain professional competencies in the subject area and currency in instructional methodologies through professional associations and professional development.
- Create experiential learning opportunities and assessment techniques
- Maintain student attendance and grading records according to College policy
- Design, format, and deliver curriculum for synchronous and asynchronous learning
- Utilize student management systems (i.e., Banner)
- Effectively use Microsoft Office products including Microsoft Outlook, Word, Excel, and PowerPoint
- Recruit students throughout the six-county district and improve break-even analysis metrics in instructor’s specific discipline
- Participate in co-curricular activities and attend graduation



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### Specific Job Responsibilities:

- Create, develop, and integrate hands-on instruction and online course content in the field of Cyber Security and/or Information Technology and supporting materials/media (audio, video, simulations, case studies, etc.)
- Make recommendations for courseware, equipment, and supplies
- Instruct students and provide effective instructional techniques and innovative modes of course delivery adaptable to a variety of learning styles.
- Maintain regular virtual office hours to assist students; responds to students' emails and voice mails in a timely fashion; performs accurate assessment of student performance.
- Serve on college-wide and departmental committees as needed.

### Qualifications:

- A Bachelor's or Master's degree in a relevant Information Technology/Cyber Security field
- Excellent verbal and written communication skills
- Some travel required throughout the College's service district. Responsibilities require availability and willingness to work flexible schedule hours, including day, evenings and weekends if required to meet program needs of students
- Willingness and ability to work with varied levels of abilities and a diverse population
- Experience in troubleshooting
- Knowledge should include, but not be limited to: forensics, virtualization, UNIX and Windows O/S operations, cyber security tools, malware analysis, secure coding and scripting
- Familiarity in design software technologies, web design, and Microsoft Office Suite

**CLOSING DATE:** Resume review begins immediately. Search will remain open until the position is filled.

**IMPORTANT:** You may access and submit Eastern's Online Employment Application [here](#). On this online application, you can attach the following requirements or send them separately to the contact information below. **All required documentation must be received by the Human Resources Office to be considered for an interview.**

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, **e-mails**, and phone numbers
- Official college and university transcripts

Human Resource Office  
Eastern WV Community & Technical College  
316 Eastern Drive, Moorefield, WV 26836  
careers@easternwv.edu

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