



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Adjunct Horticulture Instructor

Job Code: 10317

Campus Location: Augusta and Grovetown Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

The Horticulture Technical Adjunct Instructor is responsible for performing all aspects of instruction for the program.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Horticulture or closely related field from a regionally accredited institution is required; a minimum of three years in-field work experience is required.

REFERRED QUALIFICATIONS

A Master's degree in Horticulture is preferred. Experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach. Teaching experience at the secondary and/or postsecondary level is preferred. Effective communications skills. Competent computer skills and ability to use common software programs (i.e., Microsoft Word, Excel, PowerPoint, etc.)

COMPETENCIES

- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards
- Knowledge of the college's academic programs
- Oral and written communication skills
- Skill to work cooperatively with students, faculty and staff
- Skill in the preparation and delivery of classroom content

- Skill to make timely decisions
- Skill in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public

MAJOR DUTIES

- Instructs courses in Horticulture Program based on schedule needs.
- Develops and updates instructor guides for each assigned course, which contain course outlines, lesson plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.
- Develops and updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Establishes an environment conducive to learning in the laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.
- Prepares for lab by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.
- Maintains course content, which is current, well organized, and related to course learning outcomes and to student's previous learning.
- Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
- Demonstrates knowledge of current trends in program's industry/business community and maintains contact with business community and professional associations on the local and state levels.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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