



## **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: CCE Part-Time Adjunct, Administrative Office Skills including Microsoft Suite**

**Job Code: 10212**

**Campus Location: Multiple Campuses**

**Salary:** Commensurate with education and work experience.

### **JOB SUMMARY**

The Continuing Education Instructor is responsible for non-credit classroom instruction and evaluating students' progress in attaining goals and objectives.

### **MINIMUM QUALIFICATIONS**

Completion of training or certification in the business/office field; or college, or completion of an equivalent military or company-sponsored training program, or an approved apprenticeship program, or completion of courses comparable with the field of business/office. Substantial industry experience and/or recognized credentials may be a substitution for education. Must be willing to travel to other campuses as needed

Demonstrated knowledge of subject matter:

- Effective Communication and interpersonal skills,
- Effective Organizational and planning skill.
- Demonstrated competencies with PC's, technology, and software's associated with field
- Customer Service Oriented
- Ability to work independently as well as part of a team
- Ability to maintain an established work schedule.

### **PREFERRED QUALIFICATIONS**

- A minimum of at least 5 years of subject-matter work experience with credentials that align with the industry standards.
- Work experience must include those competencies, skills, and knowledge levels which the instructor will be expected to teach.

## COMPETENCIES

- Teaching experience at the postsecondary level or experience as a trainer in industry.
- Active participation in appropriate professional/occupational organizations. Supervisory experience and effective communication skills.
- Customer Service Oriented
- Ability to travel as needed to training sites

## MAJOR DUTIES

Under the direction of the Director of Corporate and Community Education the Instructor acquires knowledge of training curriculum provided and/or helps develop instructional curriculum. Implements training curriculum and facilitates classroom discussion/role play among students. Establishes an environment conducive to learning. Ensures that all training objectives are met in accordance with the training project. In addition, the instructor will be available to tutor, instruct, and monitor students in both a lecture and/or skill-based lab.

Submits and/or updates all paperwork and required reports on time including course evaluations, documentation of trainee performance, and instructor time sheets. Performs other instructional responsibilities as assigned by the Director of Corporate of Community Education and/or the Vice President of Economic Development.

**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.

*A Unit of the Technical College System of Georgia*