



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 of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital Design, Aviation, Industrial 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 advanced manufacturing, biotechnology, cyber security, and medicine. 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 Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Position: Respiratory Care Technology Clinical Instructor (Adjunct)

Job Code: 10317

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience

JOB SUMMARY

The Adjunct Faculty (APO) is responsible for developing curriculum and presenting instruction in subject areas. Payment method for employees assigned to this job is "APO, lump-sum, fee-for-service."

MINIMUM QUALIFICATIONS

A bachelor's degree in field or a related field from an institutional/regionally accredited institution.

Licensed as a Respiratory Care Professional (RCP) by the state of Georgia.

Registered as a Respiratory Therapist (RRT) by the National Board for Respiratory Care.

A minimum of three years of full-time paid work experience as a respiratory care professional within the last seven years.

PREFERRED QUALIFICATIONS

Prior clinical teaching experience in a Respiratory Care Technology program.

COMPETENCIES

- Strong analytical skills with attention to detail and accuracy.
- Understanding of the mission and philosophy of technical education.
- Effective oral and written communication skills.
- Knowledgeable about methods of students' evaluation.
- Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint).
- The ability to implement technology into instruction.



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MAJOR DUTIES

1. Instructs courses in the Magnetic Resonance Imaging (MRI) program based on schedule needs.
2. Distributes a course syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule/calendar, a list of the competencies and learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
3. Maintains current instructional plans for assigned courses.
4. Establishes an environment conducive to learning in the classroom and laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program where applicable.
5. Prepares for didactic and lab classes 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.
6. Follows course content, which is current, well organized, and related to course learning outcomes and to student's previous learning.
7. Demonstrates knowledge of instructional and student services policies and procedures as described in the employer handbook and student handbook.
8. Submits/updates all paperwork and required reports on time including seven-day census report and final grade rosters.
9. Maintains credentials, licensure, and certifications required for teaching and for the profession.
10. Maintains control of class during instruction.
11. Demonstrates respect for students as individuals.
12. Returns test results and other assignments to students in a timely manner.
13. Follows program procedure for course remediation.
14. Maintains open communication with the department head and academic dean.
15. Communicates student issues to the department head and academic dean in a timely manner.
16. Demonstrates accessibility in dealing with students' needs both individually and as a group.
17. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations.
18. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
19. Enters final course grades into SmartWeb.
20. Performs other related duties accompanying the position.

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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