**English and Humanities Instructor** (PT)

Albany Technical College seeks a part-time English and Humanities Instructor. Under general supervision, the English and Humanities instructor will teach English and Humanities classes at the General Education Diploma and Associate Degree levels and/or Learning Support level. He/she will manage online and/or blended classes proficiently in terms of enrollment and content. The English and Humanities Instructor will evaluate student progress and performance in attaining goals and objectives. He/she will prepare and maintain all required documentation and administrative reports. He/she will maintain a secure classroom environment, plan, organize, and participate in staff development and conferences. The English and Humanities Instructor will work collaboratively with department counterparts on the curriculum and be willing to serve on cross-functional teams at the college. He/she must have excellent computer skills, knowledge of online instructional delivery and learning platforms used in post-secondary education. The English and Humanities Instructor must demonstrate excellent written and verbal communication skills. He/she will strive to contribute to the overall success of the college and its students.

**Minimum Qualifications:** The candidate MUST possess a master’s degree in English OR a master’s degree in a related field \*AND\* have a minimum of 18 graduate semester hours in English literature courses.

**Preferred Qualifications:** The preferred candidate will possess a master’s degree in English \*OR\* Humanities \*AND\* have a minimum of 18 graduate semester hours in English literature and humanities courses \*AND\* teaching experience at the secondary and/or post-secondary level.

**Physical Demands:** Work may be performed in a classroom environment with intermittent sitting or walking in various settings. Full range of hand and finger motion is required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience. Work schedule may include online courses, as assigned.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***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***

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| **Title IX Coordinator:**Kathy Skates, Vice-President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.6597 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |