**Marketing Management, Instructor 4C** (PT)

**Location:** 4C Academy

Albany Technical College seeks a part-time Marketing Management Instructor.  Under general supervision, the Marketing Management instructor will provide high quality instruction (face-to-face and on-line) for all Marketing Management courses at the 4C Academy.  He/she will prepare and plan for instruction and deliver instruction to students in the Marketing Management program at the high school. The Instructor will develop program syllabi, and evaluate students' progress in attaining goals and objectives. He/she will request and maintain supplies and equipment, prepare and maintain all required documentation and administrative reports. The Instructor will attend staff development training, workshops, seminars and conferences. He/she will ensure safety and security requirements are met in the training area, meet with students, staff members and other educators to discuss students' instructional program and other issues. The Instructor must demonstrate excellent verbal, written, interpersonal and organizational skills. The successful candidate must be highly motivated, must have functional knowledge of Microsoft (MS) Office Suite, and must possess appropriate diplomacy and critical thinking skills. Work schedule may include day, evening, and/or online courses, as assigned. The successful candidate must be highly motivated, must have functional knowledge of Microsoft (MS) Office Suite, and must possess appropriate diplomacy and critical thinking skills. The ability to work a flexible schedule, and travel within the Service Delivery Area is vital. He/she will strive to contribute to the overall success of the college and its students.

**Minimum Qualifications:** The applicant MUST possess a Master’s Degree in Marketing \*OR\* a Master’s Degree in a related field with eighteen (18) graduate hours in Marketing \*OR\*possess a Bachelor’s in Marketing with a least three (3) years or work experience.

**Preferred Qualifications:** The applicant MUST have previous teaching experience in a post-secondary institution, experience with Blackboard or other online learning management systems, \*AND\* have three (3) years of previous work experience within the marketing field.

**Physical Demands:** Work is typically performed in a classroom with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience.

**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 regular 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, VP of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |