



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 Eisenhower.

ABOUT THE POSITION

Job Title: Adjunct Instructor, Business Healthcare Technology

JOB CODE: 10317

Campus Location: Augusta Campus, Online

Salary: Based on 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

Education - Master's Degree in Business Administration or Business Management from a regionally accredited institution is required.

Experience- Currently or recently employed in an administrative support position or office manager position in a medical care facility such as a hospital, outpatient clinic, or physician's office with three-years' full-time experience. Work experience should include the competencies, skills, and knowledge which the instructor will be expected to teach as part of the Business Healthcare Technology programs.

PREFERRED QUALIFICATIONS

Currently employed full-time in a health care facility in an administrative support position; teaching experience at the postsecondary level; active participation in related professional/occupational organizations; excellent human relations skills; and excellent written and verbal communications skills. Knowledge of current medical office procedures, medical insurance and billing practices, medical terminology, and human anatomy (structure and function). Strong computer skills and work experience with knowledge of Microsoft Office applications (Word, Excel, Access, PowerPoint, Teams, and Outlook), and Microsoft Office Specialist (MOS) Certifications.

COMPETENCIES

A Unit of the Technical College System of Georgia

#HEJ

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards for Degree, Diploma and TCC curriculum.
- Knowledge of pedagogical practice and theory
- Effective 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 to problem solve
- Skill in interpersonal relations and in dealing with the public

MAJOR DUTIES

Under general supervision of the Dean, adjunct faculty:

- Prepares lesson plans for classroom instruction for credited technical/occupational courses
- Prepares standardized course syllabi using provided College template
- Provides classroom and/or online instruction in the theory and practical applications of Business Healthcare Technology courses
- Evaluates students' progress in attaining goals and objectives based on established course grading requirements
- Measures program or departmental student learning outcomes for continuous student improvement and success and submits results to department head
- Prepares and maintains all required documentation and administrative reports including Class Roster, Class Census Reports, Class Attendance records, Grade Book, etc.
- Completes professional development training as required for specific classroom or online course delivery

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). The cover letter should describe your teaching viewpoint and how your work and educational experience have prepared you for the instructor position. 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.**

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.