



## **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 Electrical/ Mechanical Adjunct**

**Job Code: 10212**

**Campus Location: Augusta**

**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**

High School Diploma or GED required.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree, from an accredited college or university, in Electrical, Mechanical, or related field required along with two year's experience. Masters degree in Electrical, Mechanical or related field.

### **COMPETENCIES**

- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational./technical education
- Skill to work cooperatively with students, faculty, and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions

- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

## MAJOR DUTIES

The responsibilities include, but are not limited to:

1. Develops program and course outlines, goals and objectives;
2. Prepares lesson plans for classroom instruction for credited technical/occupational courses
3. Evaluates students; progress in attaining goals and objectives
4. Prepares and maintains all required documentation and administrative reports
5. Ensures safety and security requirements are met in the training area;
6. Meets with students, staff members and other educators to discuss students; instructional programs and other issues impacting the progress of the students

**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.