Position Announcement
September 2024

Position: Computer Information Systems Instructor

Employment Status: Adjunct

Application Deadline: Open until filled

Primary Work Location: To be determined

Work Schedule: Up to 29 hours per week during the academic term

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following October 1, 2024 based on candidate(s) selection.

Position Description:
Under general supervision, provides instruction to students in the classroom settings, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve teaching traditional day and/or evening classes or online classes and will require travel within the college's service area and additional travel as needed.

Location/Schedule:
Position will be assigned to the Macon or Warner Robins campus. Hiring for Spring Term 2025; Class times are projected to be scheduled during the College's normal day hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday's; and may be comprised of face-to-face instruction and/or online.   Actual schedules may vary each academic term based on scheduling.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

Candidate must meet either the Standard Academic Qualification or the Alternate Qualifications:

Standard Academic Qualifications:
- Earned Master's degree in Computer Information Systems/IT/Computer Science from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education

   OR
- Earned Master's degree in a related field with concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education

Other/Alternate Qualifications – Applicants not meeting the standard academic qualification may be considered under the following criteria:

- Earned Bachelor's degree in IT related discipline from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education with demonstrated competence* in teaching discipline.

   *Candidate must upload the CGTC Faculty Qualification Equivalency Form and supporting documentation with their CGTC application demonstrate qualifications specific to the teaching discipline.

Preferred Qualifications, in addition to the minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented industry recognized certifications in Website Design, Computer Networking, Cybersecurity, Data Analytics, and/or Computer Programming
- Documented work experience in Website Design, Computer Networking, Cybersecurity, Data Analytics, and/or Computer Programming
- Documented teaching experience at the postsecondary level

Salary / Benefits:
This position is paid a set fee per course rate based on a $26 gross hourly rate per contact hour. May include additional stipends for student contact hours, orientation and trainings, course development, etc. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:
Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.

2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.

3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts)*

4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process

5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination polices is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.