



## Position Announcement

June 2026

<b>Position:</b>	Continuing Education Instructor – Business & Industry
<b>Position Status:</b>	Adjunct
<b>Application Deadline:</b>	June 17, 2026
<b>Primary Work Location:</b>	Warner Robins Campus
<b>Projected Work Schedule:</b>	Up to 29 Hours per week during scheduled training periods

### Position Description:

The Continuing Education Adjunct Instructor – Business & Industry is responsible for non-credit classroom instruction and evaluating student progress in obtaining goals and objectives. Maintains 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 require travel within the college's service area and other travel as needed.

### Position responsibilities may include, but not limited to, the following:

- Prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;
- Develops program and course outlines, goals and objectives;
- Evaluates students' ongoing progress and performance in attaining goals and objectives;
- Requests and maintain supplies and equipment;
- Prepares required budget requests;
- Maintains program certification requirements;
- Prepares and maintains all required documentation and administrative reports;
- Maintains knowledge of current trends and developments in the field by attending in-service training, workshops, seminars and conferences and by reading professional literature in the related technical field;
- Maintains a secure classroom environment;
- Ensures safety and security requirements are met in the training area; and
- Completes all trainings in a timely manner;
- Other responsibilities as assigned

### Position Competencies:

- Skill in the use of computers and job-related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Ability to adapt instructional material to fit all learning styles
- Ability to maintain accurate records
- Knowledge of effective instructional methods for adult learners
- Knowledge of community needs with Service Delivery Area

**Location/Work Schedule:**

This position is projected to work up to 29 hours per week, for 5 weeks, when trainings are conducted. The projected hours are 7:30 a.m. to 3:30 p.m. The actual hours, work dates and course dates will be determined by the course schedule.

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

- Earned Associates Degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and,
- Three (3) years' experience in a business environment

*Note: Experience may substitute for the degree on a year-for-year basis.*

**Preferred 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 work experience teaching Electronics Technology
- Documented post-secondary teaching experience
- Documented work experience in an advanced manufacturing setting.
- Documented military experience.

**Salary / Benefits:**

**The selected candidate can expect to receive a contingent offer with an hourly gross wage of \$35.00 - \$50.00 depending upon meeting published and preferred qualifications.** Adjunct positions do not imply or suggest a continuance of employment or promise of 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. CGTC 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](mailto: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

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

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