



## Position Announcement June 2024

<b>Position:</b>	Continuing Education Instructor–Trade & Industry
<b>Position Status:</b>	Adjunct
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon Campus
<b>Work Hours:</b>	Up to 29 hours each week based on college need

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following receipt of completed application packets; the position may close at any time following April 9, 2024 based on a candidate selection.*

### **Position Description:**

The Continuing Education Adjunct Instructor is responsible for non-credit classroom instruction and evaluating student progress in obtaining the 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 are 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 maintains 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 within Service Delivery Area

**Location / Work Schedule:**

This position is projected to work up to 29 hours per week, based on college need, during the College's business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position will be located on the Macon campus.

**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 in the post-secondary setting
- Documented experience developing training curriculum and conducting business and industry training
- Certifications in any of the following: OSHA Outreach Trainer, American Heart Association Instructor, or Forklift Instructor
- Documented work experience in the aerospace or defense industry
- Experience working in industrial maintenance or a manufacturing setting

**Salary / Benefits:**

**Hourly gross wage of \$30.00 - \$40.00.** Adjunct positions 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). Part-time 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](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

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 policies 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: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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