



Position Announcement May 2026

Position:	Hotel Restaurant Tourism Management
Position Status:	Adjunct
Application Deadline:	Open until filled
Primary Work Location:	Macon Campus
Projected Work Schedule:	Online / during the academic term

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following application packet review; the position may close at any time after May 18, 2026 based on candidate selection(s).

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 campus. Class times are projected to be scheduled during the evening hours or online. Actual schedules may vary each academic term.

Projected Work Hours/Location:

This position generally works normal business 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. Additional hours or a flexible schedule to include evenings, and/or weekends, may be required as needed. Position will be assigned to the Macon campus.

Salary / Benefits:

This position is paid a set fee per course rate based on a \$25 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.

Minimum Qualifications: Candidate must meet the Standard Academic **OR** Other/Alternative Qualifications:

▪ **Standard Academic Qualification:**

Earned master's degree in Hospitality-related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
or

Earned master's degree with a concentration (*a minimum of 18 graduate semester hours*) in the teaching discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.

Required Documentation for Standard Academic Qualification: Candidate must upload all required documentation to the CGTC applicant portal:

- Current Resume
- Completed CGTC Job Application
- **ALL** transcripts from any academic institution in which post-secondary credit was earned and also which show all conferred educational degrees. Unofficial copies are acceptable as part of the employment packet, diploma copies are not accepted in lieu of a transcript.

▪ **Other/Alternative Qualification:** – *Applicants who do not meet the standard academic qualification may be considered under the following criteria.*

Earned bachelor's degree in Hospitality or closely related discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education with demonstrated competence* in teaching discipline, to include current nationally recognized certification and/or documented work experience in field.

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

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). It is the responsibility of the applicant to obtain and upload legible transcript copies which show the degree conferred, date, and all courses taken/grades received. Please do not send transcripts to CGTC to upload to your account.
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit an 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 policies is Cathy Johnson, Executive Director of 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](mailto:cjohnson@centralgatech.edu)