**POSITION ANNOUNCEMENT**

**POSITION:** **Accounting Adjunct Instructor**

**POSITION DESCRIPTION**: Part-time position. Under the supervision of the Associate Dean of Business Sciences. Performs all aspects of instruction for the Accounting program. The person in this position is responsible for providing instruction necessary to develop and sustain the Accounting program that prepares students with employable skills for business and industry. **Classes are taught on multiple campuses, both day and evening, and online.**

**MINIMUM QUALIFICATIONS:**

* Educational Level: Master’s in Accounting, Finance, Business Administration or related field from a regionally accredited four-year college or university with a minimum of 18 graduate semester hours in Accounting coursework

**PREFERRED QUALIFICATIONS: *(In addition to the minimum qualifications)***

* PhD and/or CPA
* Experience with online instruction in a postsecondary setting; experience with Blackboard or other online learning management system
* Postsecondary teaching experience with computer-assisted instruction, instructional technology, and student advisement/registration

**SALARY/BENEFITS:** Pay per course; there are no state benefits. Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.easyhrweb.com](https://www.easyhrweb.com/JC_Chattahoochee/Login.aspx) or by visiting [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “me@Chatt Tech” then “Jobs & Careers at Chatt Tech.” For a complete file, fill out an online application, upload a cover letter, resume, and include three professional references’ contact information.  Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted.  Following screening, candidates may be asked to submit further documentation. If a conditional offer of employment is made, an applicant may be subject to drug and/or alcohol testing appropriate to the position.

**RESPONSE DEADLINE:** Open until position is filled.

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:** August 2024

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%3D&reserved=0)). As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,   [Shanequa.Warrington@chattahoocheetech.edu](mailto:Shanequa.Warrington@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu)*.*

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***A Unit of the Technical College System of Georgia.***