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## POSITION ANNOUNCEMENT

**POSITION:** CNC and Machine Tool Technology Adjunct Instructor

Principal assignment: North Metro

**POSITION DESCRIPTION**: Part-time position available as Adjunct faculty.

Part-time position based on semester system. Under supervision of the Technical Studies & Engineering Technologies Associate Dean and the Dean of Business and Technical Studies, the instructor will be responsible for providing guidance and instruction necessary to prepare students with the technical competencies essential for the machining industry. The adjunct instructor will perform all aspects of instruction as an adjunct instructor for the Certificate of Credit (TCC) and/or Diploma program. Duties include: lecture, lab, instructional activities, student advisement, evaluating students’ progress, maintaining all required documentation, performs, and/or supervises lab set up/take down and ensures lab safety requirements and other duties as defined by The Technical College System of Georgia.

NOTE: Adjunct faculty positions are temporary, part time positions of employment appointed on a per academic term basis.

**MINIMUM QUALIFICATIONS:**

* Educational Level: This position requires a minimum of a Diploma in CNC Machine Tool Technology from a Technical or Community College.
* Applicant must meet the minimum requirements before scheduling an interview.
* Applicant is responsible for ensuring official/unofficial transcripts are on EZHr.

**PREFERRED QUALIFICATIONS:**

* A preference is given to applicants having an Associate Degree in a related field.
* Two years industry experience in the machining field and/or relevant training and certifications are preferred.

**SALARY/BENEFITS:** Salary dependent on course taught. 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.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Career.” Fill out an online application and upload resume, cover letter, and related licenses/certificates. 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, including official college transcripts.

**RESPONSE DEADLINE:** Opened until filled

**ANTICIPATED EMPLOYMENT DATE:**  Open ended

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College. 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, Building 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 A, Room A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu)

***A unit of the Georgia Department of Technical and Adult Education***