## POSITION ANNOUNCEMENT

**POSITION:** **Design & Media Production Adjunct Instructor**

**The candidate selected for this position will serve as Adjunct Instructor of Design & Media Production Technology. Principal assignment: Calhoun High School. Employment is with Chattahoochee Technical College, not with a specific campus.**

**POSITION DESCRIPTION**: Under the supervision of the Associate Dean of Professional Services and Design, the instructor will be responsible for providing guidance and instruction necessary to prepare students with the technical competencies essential to work in the area of Design and Media Production. The instructor will perform all aspects of instruction for the Design and Media Production Technology diploma/degree 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.

**MINIMUM QUALIFICATIONS:**

* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.
* Associate degree in 3-D Animation, Graphic Arts, Photography, Print Design, Art, or Motion Graphics/2-D animation, or work experience commensurate with an AAS (at least two years of paid, professional experience in Animation, Graphic Arts, Photography, Print Design, Art, or Motion Graphics).
* MUST have appropriate coursework to support area(s) being taught

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

* **Bachelor’s degree in** Animation, Graphic Arts, Print Design, Art, or Motion Graphic,
* **At least five years of paid experience in photograph**

**SALARY/BENEFITS:** Salary varies depending on the course taught. There are no State benefits

**APPLICATION PROCEDURE**: APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “me@CTC” then “Jobs and 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, the applicant may be subject to drug and/or alcohol testing appropriate to the position.

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.

**RESPONSE DEADLINE:** Open until position is filled. Screening will begin immediately.

**ANTICIPATED OFFICIAL EMPLOYMENT DATE: 13 January 2025**

**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)*.*

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