## POSITION ANNOUNCEMENT

**POSITION:** English Adjunct Instructor C Term (8 Week) October 14-December 16 2024

**POSITION DESCRIPTION**: Part-time position based on semester system. This posting is for C Term (8 weeks) Fall semester 2024 beginning on **October 14, 2024- December 16, 2024**. Adjunct faculty responsibilities are centered on preparing and teaching classes as assigned. Applicants could be required to teach online or onsite as needed.

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

**MINIMUM QUALIFICATIONS:**

* Master’s degree from a regionally accredited college or university with 18 graduate hours in English coursework
* Strong interpersonal, communication, and computer literacy skills
* Three years teaching on the secondary level or above.
* One year teaching postsecondary classes

**PREFERRED QUALIFICATIONS:**

* Two years postsecondary teaching online
* Experience using Blackboard Learn

**SALARY/BENEFITS**: Salary--$2,300 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.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Contact Us” then “CTC Jobs.” Fill out an online application and upload resume, cover letter, transcripts and related licenses/certificates. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle record check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Until Filled – Resume review will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: October 14, 2024- December 16, 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, 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 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*.*

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