## POSITION ANNOUNCEMENT

**POSITION:** **History Instructor**

**POSITION DESCRIPTION**: Full-time position working under the supervision of the Associate Dean of Social Sciences and Dean of Arts and Sciences. Performs all aspects of instruction for academic History courses. Develops course syllabi, goals, and objectives. Evaluates and assess students' progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports. Attends staff development training, workshops, seminars and conferences. Assists in academic support services, including advisement and tutoring. Serves on college committees, participates in community service activities, and/or participates in college initiatives. Meets with students, staff members, and other educators to discuss students' instructional programs and other issues. Assists with recruitment, retention and job placement efforts. Employment is with Chattahoochee Technical College and not with an individual campus. Therefore, the candidate may be required to provide instruction on multiple campuses based on the needs of the college.

**MINIMUM QUALIFICATIONS:**

* **Educational Level:** Master’s degree in History from a regionally accredited four-year college or university. Minimum of 18 graduate semester hours in History coursework.
* Minimum three years of post-secondary teaching experience, preferably in a full-time position.
* Post-secondary experience teaching face-to-face **and** online courses via Blackboard or a similar learning management system (LMS).
* Excellent written and oral communication skills along with excellent computer skills

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

* Ph.D. Degree in History

**SALARY/BENEFITS:** $60,320 salary. Benefits include: paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. 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 “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume, transcripts and include three professional references’ contact information on the application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open Until Filled.

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:** October 2024

**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 “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@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***