**POSITION: Adjunct Instructor – Intensive English Program-Marietta Campus**

**POSITION DESCRIPTION**

Performs all aspects of instruction for the non-credit **Intensive English Program** under the supervision of the Associate Director of the program. Evaluates student progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports for CTC pertaining to student attendance, progress, and recommendation for next level of study.

* Classes taught are in the mornings from **8:30am until 2:15pm Mondays and Wednesdays** and **from 8:30am until 12:15pm Tuesdays and Thursdays.**
* **NOTE: Adjunct faculty positions are temporary, part time positions of employment appointed on a per academic term basis.**

**MINIMUM QUALIFICATIONS**

* Educational Level: A Bachelor’s degree from a regionally accredited four-year college or university in the area of education.
* One-year experience as an ESL instructor teaching adults.
* TESOL certificate preferable.
* Excellent written and oral communication skills
* Skills in using Excel, Power Point, Word, and online educational programs.

**SALARY/BENEFITS**

* **Salary $915.00 per course/$28.60 per hour**. One course is 8 weeks, 4 hours a week. **Five courses are taught per week. Instructors teaching all 5 courses would earn $4,575.00 for the 8 weeks.**
* 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 “me@CTC” then “Jobs and Careers at Chatt Tech.” For a complete file, fill out an online application, upload cover letter, resume, unofficial transcripts, 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. If conditional offer of employment is made, applicant may be subject to drug and/or alcohol testing appropriate to the position. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE**

Open until Filled

**ANTICIPATED OFFICIAL EMPLOYMENT DATE**

September 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)*.*

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