



## **Precision Machining and Manufacturing Adjunct Instructor Part Time/Evenings Floyd County Campus**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Precision Machining and Manufacturing Adjunct Evening Instructor to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements.

### **Duties/Responsibilities:**

- Provides professional instruction based on approved course syllabus. Ensures that desired course outcomes meet the stated objectives;
- Prepares curriculum and syllabus for coursework taught;
- Evaluates students' progress in attaining goals and objectives;
- Administers and grades class examinations;
- Maintains records of student attendance and grades;
- Attends in-service training, workshops and seminars, as needed;
- Maintains program certification requirements;
- Ensures safety and security requirements are met in the training areas;
- Assists with recruitment, retention and job placement efforts;
- Meets with students, staff members, supervisors, as needed;
- Other duties as assigned.

### **Competencies:**

- Skill in developing lesson outlines and materials
- Knowledge of vocational area of assignment
- Skill in presenting subject matter
- Skill in administering tests to evaluate progress
- Skill in the use of computers and job related software programs
- Skill in interpersonal relations and in dealing with adult learners
- Oral and written communication skills
- Knowledge of student information

**Required Qualifications:** Associate degree or diploma in Machine Tool, or Precision Machining and Manufacturing, or specialized/related training with an emphasis on demonstrated competencies and achievements. Three years paid work experience in Machine Tool, or Precision Machining and Manufacturing within the past seven years. Work experience must include the competencies, skills and knowledge levels included in the Machine Tool instructional program.

**Preferred Qualifications:** Bachelor Degree in Mechanical Engineering or related discipline. Certified Master-Cam Instructor and Post-Secondary Teaching experience, curriculum development, and program recruitment experience in a two-year college environment. Excellent technology and classroom management skills.

**Benefits:** If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

**Application Deadline:** *Open until filled*

**Application Process:** All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with our college. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

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

#### **Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu). Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.