



**Supply Chain and Logistics Management  
Adjunct Instructor  
Part Time  
Online**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Supply Chain and Logistics Management Adjunct Instructor for online courses. This position will report to the Dean of Business and Public Service Technologies. The Supply Chain and Logistics Management Instructor is responsible for performing all aspects of instruction for the Supply Chain and Logistics Management program at GNTC.

**Duties/Responsibilities:**

- Develops program and course outlines, goals and objectives;
- Prepares lesson plans for classroom instruction for credited technical/occupational courses;
- Evaluates students' progress in attaining goals and objectives;
- Maintains program certification requirements, as appropriate;
- Prepares and maintains all required documentation and administrative reports;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students;
- Assists with recruitment, retention and job placement efforts; and
- Other duties as assigned.

**Competencies:**

- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards
- Knowledge of the college's academic programs
- Skill to work cooperatively with students, faculty and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

**Minimum Qualifications:**

The successful candidate will possess a Master's degree in Management, OR MBA, OR a Master's degree in Logistics/Supply Chain Management, and possess work experience in the field.

**Preferred Qualifications:**

The successful candidate will possess a Doctor of Business Administration (DBA) or Doctoral Degree in related field, and have post-secondary teaching experience.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** Paid by lumpsum semi-monthly based upon contact hours.

**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 references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. 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**

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.