



POSITION ANNOUNCEMENT

Business & Industry Services Instructor

CAMPUS: Dublin

STATUS: Full Time

DUTIES: Under general supervision, will provide instruction to students in non-credit training programs at Oconee Fall Line Technical College. These classes will predominantly be in the field of electronics. Develops program and course outlines, goals and objectives; Prepares lesson plans for classroom instruction for continuing education courses; Evaluates students' progress in attaining goals and objectives; Requests and maintains supplies and equipment and prepares required budget requests; Prepares and maintains all required documentation and administrative reports; Ensures safety and security requirements are met in the training area; Position may involve day and evening hours and may require travel to other locations. This position reports directly to the Manager of Safety Programs

MINIMUM QUALIFICATIONS: Associate degree in Electronics/Industrial Systems/Mechatronics or related field from a regionally accredited institution **or** 5 years in-field work experience. Work experience may substitute for the degree. Preferred qualifications: Bachelors degree in Electronics/Industrial Systems/Mechatronics. Knowledge of Amatrol training platform preferred. Three or more years of experience teaching, training, or developing curriculum preferred.

COMPETENCIES: Competencies, skills and knowledge levels required for Electronics/Mechatronics instruction. Skill to work cooperatively with students, faculty, and staff. Skill to make timely decisions. Skill in the operation of computers and job-related software programs. Problem solving skills. Skill in interpersonal relations and in dealing with the public. Oral and written communication skills.

SALARY/BENEFITS: \$55,000-\$58,000 range. Salary is commensurate with education and experience. Funding for this position is dependent on customized training contracts with industry partners. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478.553.2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643 or 478.553.2124