



## **POSITION ANNOUNCEMENT**

### **Biology Instructor**

**CAMPUS:** Dublin

**STATUS:** Full Time (Exempt)

**DUTIES:** Under general supervision, will provide instructional supervision to students in biology classes as part of the Arts & Sciences program. Demonstrates the use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record-keeping required. Demonstrates the effective use of oral and written communication skills. Demonstrates knowledge of current in-field procedures. Follows approved course syllabus. Completes all reports, records in a timely manner and maintains an accurate inventory of all assigned properties. Position may involve day and evening hours and may require travel to satellite locations. This position reports to the Dean of Academic Affairs, Gen Ed & Business Services.

**MINIMUM QUALIFICATIONS:** Applicants must possess a Masters Degree that contains 18 graduate-level hours related to human anatomy and physiology.

**COMPETENCIES:** Work experience must include the competencies, skills and knowledge levels required for the subject matter being taught for general science courses. Experience as an instructor/teacher in a secondary or postsecondary setting is preferred.

**SALARY/BENEFITS:** Salary is commensurate with education and experience. 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](http://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