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| **Computer Information Systems Adjunct Instructor** |
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| **Campus:** | Americus or Cordele or Online |
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| **General Duties:** | Under general supervision, will provide instruction to students at SGTC in Computer Information System (CIS) courses. Demonstrates the use of appropriate teaching techniques. Demonstrates appropriate testing and grading procedures including proper maintenance of grade books and other appropriate record-keeping required. Demonstrates the effective use of oral and written communication skills. Demonstrates knowledge of current procedures in the CIS field. Follows approved course syllabus. Completes all documentation related to assigned courses on time and maintains an accurate inventory of all assigned property. Provides direction for students concerning course material. All other duties as assigned.  |
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| **Education Requirements:** | Associate’s Degree in Computer Information Systems or closely related field from a regionally accredited college or university \*and\* three (3) years within the last seven (7) years of work experience in the CIS field. |
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| **Minimum Qualifications:** | The candidate must have great interpersonal and communication skills. Proficient in the use of computer applications, highly organized, and willing to work a flexible schedule. All positions require a pre-employment criminal background investigation and employee/professional reference check. A valid driver’s license is required. Must be student-oriented and customer friendly. |
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| **Preferred Qualifications:** | Bachelor’s Degree in Computer Information Systems or a closely related field from a regionally accredited college or university. Post-secondary teaching experience. Experience and certifications in AWS, iOS coding, Cybersecurity, and Python. |
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| **Physical Demands:** | Work is typically performed in a classroom, with intermittent sitting or walking in various settings. The worker must frequently lift and carry lightweight objects. A full range of hand and finger motion is required. The worker must be able to speak clearly and hear and understand at a normal conversational level.  |
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| **Compensation:** | All adjunct positions are part-time temporary, not to exceed 25 hours per week, and/or based on student enrollment each term. |
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| **Benefits:** | Does not include State of GA Benefits or a promise of future full-time employment |
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| **Reports to:** | Dean of Academic Affairs |
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| **Application Deadline:** | Until Filled |
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| **Schedule Availability:** | Day, evening, and/or weekend classes may be available based on scheduling needs. |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
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| Position Number: |  | Job Code: |  |