**ADJ. INSTRUCTOR ECONOMICS**

**(PART TIME)**

**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Applicant must have a Master’s degree in Economics or a related field or a Master’s degree with a minimum of 18 semester or 30 quarter graduate hours in Economics from a regionally accredited college or university. Proficiency in computer applications software required. Applicant must display excellent written and verbal communication skills.

**PREFERRED QUALIFICATIONS:**

Master’s degree in Economics from a regionally accredited college or university. Prior teaching or training experience at the post-secondary level. Experience with Blackboard Learning LMS and MSOffice, a plus.

**RESPONSIBILITIES**:

This individual will be responsible for teaching day, evening and/or on-line classes in Economics and have an ability to convey technical concepts effectively to different constituencies at a level appropriate to the audience, and an understanding of the mission of technical education. Under general supervision, prepares lesson plans for classroom and online instruction; develops program curriculum, syllabi, goals, and objectives; evaluates students’ progress in attaining goals and objectives; prepares and maintains all required documentation and administrative reports; attends various professional development training.

**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

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

 Applicants who need special assistance may request assistance by phoning (770)229-3454.

 Position contingent upon receiving sufficient funding.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.