



## POSITION ANNOUNCEMENT

### ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### ABOUT THE POSITION

**Job Title: Adjunct Business Management Instructor (Part-Time)**

**Job Code: 10317**

**Campus Location: Augusta Campus**

**(May be required to offer classes at other Augusta Tech locations or online)**

**Salary:** Commensurate with education and work experience.

***Adjunct Faculty (APO) payment method for employees assigned to this job is "APO, lump-sum, fee-for-service."***

### JOB SUMMARY

The **Adjunct Business Management Instructor** is responsible for developing curriculum and presenting instruction in subject areas.

### MINIMUM QUALIFICATIONS

**Education** - Master's degree in Business Management or Business Administration from a regionally accredited institution is required.

**Experience** - Three year's full-time experience in a management or supervisory position. Work experience should include the competencies, skills, and knowledge which the instructor will be expected to teach as part of the Business Management programs. Knowledge of Microsoft Office applications (Word, Excel, Access, PowerPoint, Teams, and Outlook).

### PREFERRED QUALIFICATIONS

- Master's Degree in Business Management or Business Administration
- Current full-time employment in a management or supervisory position.
- Teaching experience at the postsecondary level

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- Active participation in local professional/occupational organizations
- Excellent human relations skills and excellent written and verbal communications skills.

## COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards for the Business Management Degree, Diploma, and TCC curriculum
- Knowledge of pedagogical practice and theory
- Effective oral and written communication skills
- Skill to work cooperatively with students, faculty, and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions to problem solve
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Strong computer skills with knowledge of Microsoft Office applications (Word, Excel, Access, PowerPoint, Teams, and Outlook).

## MAJOR DUTIES

Under general supervision of the Business Management Department Head and the School of Business, Cyber & Design Dean

- Prepare lesson plans for classroom instruction for credited technical/occupational courses
- Prepare standardized course syllabi using the provided College template
- Provide classroom and/or online instruction in the theory and practical applications of Business Management
- Evaluate students' progress in attaining goals and objectives based on established course grading requirements
- Measure program or departmental student learning outcomes for continuous student improvement and success, and submit results to the department head
- Prepare and maintain all required documentation and administrative reports, including Class Roster, Class Census Reports, Class Attendance records, Grade Book, etc.
- Complete professional development training as required for specific classroom or online course delivery
- Perform any other related duties as required.

**APPLICATION DEADLINE:** The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**



**Equal Employment Opportunity Statement**

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.

03/2026