**Air Conditioning Instructor CHAIR (FT)**

**Location:** Dougherty County Campus

Albany Technical College seeks a full-time Air Conditioning Chairperson/Instructor. Under general supervision he/she will provide quality instruction for Air Conditioning courses at the College’s main campus location and provide direction to faculty of the program at all off-site locations. Instructions in the Air Conditioning program will be provided based on approved state standards and industry –driven workforce needs. The instructor will prepare lesson plans and deliver classroom, laboratory, and on-line instructions for all Air Conditioning courses through innovative methods that are more hands-on, project-based, and experiential learning. He/she will develop course syllabi and develop and implement student assessment strategies that will evaluate student progress and learning outcomes. The Instructor will identify and prepare instructional materials that will enhance student learning and that are relevant to industry. The instructor will accurately record students’ attendance and grades and submit academic reports in a timely manner. The instructor will provide learner guidance and academic advisement to students, assist students with career placement, evaluate student’s progress and performance in attaining goals and meeting course objectives. The instructor will prepare and maintain all required documentation and administrative reports. He/she will develop and implement student retention strategies for the program, maintain industry related certification(s) and seek out other professional development opportunities. He/she will maintain a safe and secure classroom environment and perform additional duties which contribute to the overall improvement and proper operation of the College and the Air Conditioning program. Work hours will include day and evening hours and some weekends. He/she should have good oral and written communication skills and be able to work with diverse populations of students.

**Minimum Qualifications:**  The applicant MUST have at least a technical diploma in Air Conditioning Technology or other construction related programs from a regional accredited technical/community college or university \*AND\* have at least three (3) years of work-related experience.

**Preferred Qualifications:** The applicant MUST have an Associate of Science Degree, or an Associate of Applied Science Degree preferred from a regional accredited technical/community college or university in Air Conditioning Technology or related programs, \*AND\* have five (5) years of work related experience, experience working with students at the secondary and post-secondary education level, \*OR\* a valid General Contractor’s license with 7 years of work related experience.

**Physical Demands:** Work is typically performed in a classroom or lab with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a full-time position, and will be under a **10 MONTH CONTRACT**. Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-6597. 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. Albany Technical College is an equal opportunity employer and does 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 those special circumstances permitted or mandated by law.

***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***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Dorene Aquino, HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.6597 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |