**Accounting Adjunct Instructor** (PT)

Albany Technical College is seeking well-qualified, highly motivated individuals to teach part-time in our Accounting program. Under general supervision, the Instructor will instruct classes at the Diploma/Associate Degree levels. He/she will manage online and or hybrid classes proficiently in terms of enrollment and content. The Instructor will evaluate and report on student progress and performance in attaining goals and objectives, help retain all students, and fulfill the required recruitment responsibilities each term. He/she will prepare and maintain all required documentation, gradebooks and administrative reports. He/she will demonstrate knowledge of current procedures in the industry, follow approved curriculum, standards and course syllabi. He/she will maintain a secure classroom environment, and maintain laboratories in accordance with approved classroom and lab management plans, and enforce the institutions policies and regulations. He/she must have excellent computer skills, knowledge of online instructional delivery and learning platforms used in post-secondary education. The Instructor must demonstrate excellent written and verbal communication skills. He/she will strive to contribute to the overall success of the college and its students.

**Minimum Qualifications:**  The candidate MUST have a Master’s Degree in Accounting \*OR\* in related discipline with a minimum of 18 graduate semester hours/30 graduate quarter hours in Accounting.

**Preferred Qualifications:** The candidate MUST have three (3) years of teaching experience at the secondary and/or post-secondary level \*AND\* online learning and teaching experience.

**Physical Demands:** Work is typically performed in an office/classroom/clinical environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits. Work hours will not exceed 29 per week. Work schedule may include online courses, as assigned.

**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 [hr@albanytech.edu](mailto:hr@albanytech.edu). 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.***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |