**Business Healthcare Technology Instructor** (PT)

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Business Technology Adjunct. He/she will provide instruction in business technology for all assigned students. Under general supervision, the BHT Adjunct Instructor will demonstrate the use of appropriate teaching techniques, and the use of appropriate testing and grading procedures, including proper maintenance of grade books and any other appropriate record-keeping requirements. He/ she will demonstrate knowledge of current procedures in business technology, and follow approved curriculum standards and course syllabi. The BHT Adjunct will monitor student use of supplies, materials, and equipment, maintains classrooms and laboratories in accordance with approves classroom and lab management plans, and observe and enforce the institution’s policies and regulations. He/ she will maintain program certifications, ensure safety and security requirements are met in the training areas. He/she will ensure the effective use of oral and written communication skills. The instructor will attend meetings as required, assist with student recruitment, retention, job placement, and any other duties as assigned. He/she should have good oral and writing communication skills and skills in the use of Microsoft office.

**Minimum Qualifications:** The candidate MUST have eighteen (18) hours at the Master’s Degree level in Healthcare Administration \*OR\* have a Master’s Degree in a related field with verifiable academic credentials, qualifications, or competencies appropriate for teaching the course content from an accredited College or University \*AND\* have three (3) years of work related experience within the last 7 years \*AND\* experience teaching at the post-secondary education level.

**Preferred Qualifications:** The candidate MUST have a Master’s Degree in Healthcare Administration or Master’s Degree in a related field with verifiable academic credentials, qualifications, or competencies appropriate for teaching the course content from an accredited College or University, with three (3) years of work related experience within the last 7 years, \*AND\* experience teaching at the post-secondary education level. Teaching or working experience in Microsoft Office Applications.

**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.

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

**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-Director 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 |