**Cosmetology Instructor** (PT)

**Location:** Dougherty County Campus

Albany Technical College seeks a part-time Cosmetology Instructor. Under general supervision, the Cosmetology Instructor will provide high quality instruction for Cosmetology courses at the College. He/she will prepare lesson plans and deliver classroom instruction through innovative methods that are more hands-on, project-based and experiential learning. The Cosmetology Instructor will identify and prepare instructional materials that will enhance student learning and are relevant to the industry. He/she will develop course syllabi, provide learner guidance and academic advisement to students, fulfill the assigned schedule, maintain accurate student attendance and grade records, and maintain an instructional environment with emphasis on safety, housekeeping, and equipment security. He/she will ensure opportunities for student/participant evaluations, provide proper academic advisement, assess students’ progress and performance in attaining goals and objectives, and prepare and maintain all required documentation and administrative reports. The part-time Cosmetology Instructor will serve as a mentor and role model to students in the achievement of their learning and career goals. He/she will assist the students with career placement by collaborating with business partners to identify workforce needs. The part-time Cosmetology Instructor will ensure that industry related certification(s) are maintained.

**Minimum Qualifications:** Applicant must possess a diploma in Cosmetology from a Georgia Board of Cosmetology accredited school or institution.\*AND\* possess a current Master Cosmetologist License \*AND\* Cosmetology Instructor License issued by the Georgia Board of Cosmetology. Three (3) or more years, within the last seven (7), of full-time, paid in-field work experience in a salon.

**Preferred Qualifications:** An Associate’s Degree from a nationally or regionally accredited college or university, and possess a current Master Cosmetologist License \*AND\* Cosmetology Instructor License issued by the Georgia Board of Cosmetology. Three (3) or more years, within the last seven (7), of full-time, paid in-field work experience in a salon \*AND\* teaching, advising, and mentoring experience in a secondary or postsecondary Cosmetology program. Knowledge of Blackboard Learn (Learning Management System) is also desirable.

**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. Hand and finger motion may be utilized 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:** Position will remain open until filled. All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at [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, 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 |