

**Culinary Arts Dual Enrollment Instructor** (PT)

**Location:** Randolph Clay High School

Albany Technical College seeks a part-time, Dual Enrollment, Culinary Arts Instructor. Under general supervision, the Culinary Arts Instructor will provide high quality instruction for Culinary Arts courses at the high school. He/she will prepare lesson plans and deliver classroom instruction through innovative methods that are more hands-on, project-based and experiential learning. The Culinary Arts 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 in Blackboard, 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 Culinary Arts 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 Culinary Arts Instructor will ensure that industry related certification(s) are maintained. This position requires evening hours.

**Minimum Qualifications:** Applicant MUST have an Associate’s Degree in Culinary Arts or 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 seven (7) years.

**Preferred Qualifications:** Bachelor’s Degree in Culinary Arts, or 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 seven (7) years \*AND\* experience teaching at the post-secondary education level.

**Physical Demands:** Work is typically performed in a classroom or laboratory setting 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:** Salaryis commensurate with education and work experience. 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 |