

**Culinary Arts Instructor Chair** (FT)

**Location:** Dougherty County Campus

Albany Technical College seeks a full-time Culinary Arts Instructor Chair. Under direct supervision of the Academic Dean, the Culinary Arts Instructor Chair will provide high quality instruction for Culinary Arts 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. He/she will order books and materials for effective delivery for coursework, and orient new faculty on college policies and procedures. The Culinary Arts Instructor Chair 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, 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 Culinary Arts Instructor Chair 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. He/she will work with faculty in the curriculum review process, and recommend changes to Dean. Additionally, he/she will prepare all semester program/course scheduling under assigned supervision, assist faculty in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement and analysis of outcomes, review academic program budgets under assigned supervision with program faculty, ensure program faculty adherence to budget and purchasing requirements, compile program statistics, supervise and provide support within the organizational structure of the college. He/she will ensure that industry related certification(s) are maintained. He/she should be .proficient in the use of computer technology, display skills in interpersonal relations, dealing with the public, and display sound decision making and problem solving skills. He/she should display good oral and written communication skills. This position requires day and 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 7 years, \*AND\* experience teaching at the post-secondary education level.

**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 7 years.

**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. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia 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 [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.**

|  |  |  |
| --- | --- | --- |
| **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  Executive 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 |