**Dental Assisting Program Instructor Adjunct (**PT**)**

Albany Technical College seeks a highly motivated well-qualified individual to fill the position of Part-time Instructor in the Dental Assisting Program. He/she will be responsible for delivering classroom and laboratory instruction through innovative methods that are more hands on and experiential learning. The instructor will utilize course syllabi and projected learning schedules. He/she will provide learner guidance and academic advisement to students, fulfill assigned schedules, maintain accurate student attendance records, maintain accurate 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 instructor will serve as a mentor and role model to students in the achievement of their learning and career goals. He/she will assist students with career placement by collaborating with business partners to identify workforce needs.

**Minimum Qualifications:** The applicant MUST possess a Baccalaureate Degree or higher from an accredited College or University \*AND\* have work experience in the application of four-handed dentistry principles, either as a dental assistant \*OR\* working with a chairside assistant \*OR\* Licensed Dental Hygienist. MUST have a Current Certified Dental Assistant (CDA) credential from the Dental Assisting National Board (DANB).

**Preferred Qualifications**: The applicant must be a Certified Dental Assistant through DANB (Dental Assisting National Board) \*AND\* MUST have two (2) years of full-time paid experience teaching in postsecondary education.

**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. Salary is commensurate with education and work experience. Work schedule may include day, evening, and/or 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 at 229-430-1702. 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.***

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| **Title IX Coordinator:**Dorene Aquino HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.6597 or daquino@albanytech.edu | **Equal Opportunity Officer:**Lola K. Edwards Executive Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |

 ***If we are interested in scheduling an interview, a representative from our college will contact you.***