**Engineering Technology Instructor** (PT)

**Location:** Dougherty County Campus

Albany Technical College seeks a part-time Engineering Technology Instructor. Under general supervision, the Engineering Technology Instructor will provide high quality instruction for Engineering Technology 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 Engineering Technology 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 Engineering Technology 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 Engineering Technology Instructor will ensure that industry related certification(s) are maintained.

**Minimum Qualifications:** Applicant MUST have a Bachelor’s Degree in Electrical Engineering or closely 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.

**Preferred Qualifications:** Master’s Degree in Electrical Engineering or closely 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 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:** 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 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. 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 Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |