**Biology Lead Instructor (Full-Time)**

Dougherty County Campus

Albany Technical College seeks a full-time Biology Lead Instructor for our Healthcare Technology Degree Programs. This 12-month position is based at the Dougherty Campus, but may include routine travel throughout the local Service Delivery area. This position Coordinates activities with division chairs, deans, and other administrators as part of the Academic Leadership Team; makes expeditious and sound decisions on issues related to the performance of duties and responsibilities within the position’s authority and the organizational structure of the college; provides support to faculty as designated within the organizational structure of the college; orders books and materials for effective delivery for coursework; ensures adherence to faculty work schedules and office hours; observes and documents effectiveness of adjunct faculty; ensures administration of and reviews quarterly course evaluations by students; Works with program faculty in the curriculum review process; recommends curriculum changes to Dean; Prepares all quarterly and annual program/course scheduling for programs under assigned supervision; ensures compatibility with other program areas where applicable; ensures appropriate faculty loads; Participates in program enrollment processes, including advisement, registration, recruitment, and retention; Assists faculty in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement and analysis of said outcomes; Works to ensure the consistent exercise of academic policies, procedures, rules, regulations, and other criteria or guidelines; Reviews academic program budgets under assigned supervision with program faculty; ensures program faculty adherence to budget and purchasing requirements; Oversees the development, review and revision of course syllabi; Reports to Dean any student grievances and appeals, and other matters; participates in the student academic appeal process; Coordinates catalog reviews for programs under assigned supervision; Facilitates procurement of program/course equipment and supplies. This position is responsible for performing all aspects of instruction for assigned programs and will instruct classes in Anatomy & Physiology and Microbiology at the Associate Degree levels. He/she will manage dual-enrollment ground, online, lab, clinical, and hybrid classes proficiently in terms of enrollment and content. The Instructor must be willing to serve on cross-functional teams at the college, attend staff development training workshops, seminars and conferences, and ensure safety and security requirements are met in the training area. He/she should have excellent interpersonal skills, and strong verbal and written communication skills and be proficient in the use of MS Office, Word and Excel. He/she must have knowledge of online instructional delivery and learning platforms used in post-secondary education.

**Minimum Qualifications:**  The applicant MUST have a Master’s Degree in the teaching discipline \*OR\* have a Master’s degree in a related discipline with a concentration in the teaching discipline (a minimum of 18 graduate semester hours/30 graduate quarter hours in the teaching discipline) \*OR\* possess an advanced degree as a Doctor of Medicine (M.D.), Doctor of Osteopathic Medicine (D.O.), Doctor of Dental Surgery (D.D.S), or Doctor of Dental Medicine (D.M.D.).

* Teaching Discipline (or Concentration) - Human Biology, Anatomy/Physiology, Cell Biology, Zoology
* Related Teaching Discipline – Microbiology, Genetics, Biological Science, Pathology, Biology Education

**Preferred Qualifications:** The candidate MUST have a Master’s Degree in the respective discipline \*AND\* have three (3) years of teaching experience at the secondary and/or post-secondary level.

**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 full-time position. 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 229.430.6597. 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***

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| **Title IX Coordinator:**  Dorene Aquino, HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **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 |