

**NCCER Carpentry Instructor** (PT)

**Location: Lee State Prison – Leesburg, GA**

Albany Technical College seeks a part-time National Center for Construction Education & Research (NCCER) Carpentry Instructor for Lee State Prison. Under general supervision, the NCCER Carpentry Instructor will provide high quality face-face instruction and leadership for NCCER Carpentry courses at Lee State Prison. He/she will prepare lesson plans and deliver classroom instruction through innovative methods that are more hands-on, project-based and experiential learning. The NCCER Carpentry Instructor will identify and prepare instructional materials that will enhance student learning that 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, record student grades, and maintain an instructional environment with emphasis on safety, proper housekeeping and equipment security. He/she will ensure opportunities for student evaluations, provide proper academic and career advisement, assess students’ progress and performance in attaining goals and objectives, establish program and student learning outcomes, adhere to established deadlines, and prepare and maintain all required documentation and administrative reports. The NCCER Carpentry Instructor will serve as a mentor and role model to students in the achievement of their learning and career goals; develop and implement program recruitment and retention strategies; maintain industry related certification(s) and seek out other professional development opportunities. He/she must have basic Microsoft skills, including PowerPoint and Excel, and have good oral and written communication skills.

**Minimum Qualifications:** The applicant MUST have a Diploma or higher in Carpentry or a field of study related to carpentry and construction with verifiable academic credentials, qualifications, or competencies appropriate for teaching the course content from an accredited college or university, \*AND\* have one (1) year of work related experience in all phases of carpentry and construction.

**Preferred Qualifications:**  The applicant MUST have an Associate’s Degree or higher in Carpentry or a field of study related to carpentry or construction 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 the NCCER Certification. Applicants are preferred to have previous teaching experience in an academic environment and experience in technical or higher education.

**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 used 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.

**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***

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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 |