



## POSITION ANNOUNCEMENT

### ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

### ABOUT THE POSITION

**Position:** Adjunct Dental Assisting Lab Instructor

**Job Code:** 10317

**Campus Location:** Augusta Campus

**Salary:** Commensurate with education and work experience

### JOB SUMMARY

The Adjunct Faculty (APO) is responsible for developing curriculum and presenting instruction in subject areas. Payment method for employees assigned to this job is "APO, lump-sum, fee-for-service."

### MINIMUM QUALIFICATIONS

A minimum of a diploma in Dental Assisting from a regionally accredited institution.

Current certification by the Dental Assisting National Board (DANB).

Basic Life Support (BLS) certification by the American Heart Association.

### PREFERRED QUALIFICATIONS

An associate degree in field or a related field is preferred.

Prior experience with evaluation of students in the laboratory setting.

### COMPETENCIES

- Strong analytical skills with attention to detail and accuracy.
- Understanding of the mission and philosophy of technical education.

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- Effective oral and written communication skills.
- Knowledgeable about methods of students' evaluation.
- Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint).
- The ability to implement technology into instruction.

### MAJOR DUTIES

- Teaches program course(s) based on schedule needs.
- Utilizes instructor guidebooks for assigned course(s), which contain course outlines, lesson plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.
- Uses a syllabus for each assigned course that contains the name and number of the course, a course description, the assignment schedule, a list of the student learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Establishes a safe environment conducive to learning in the classroom and/or laboratory.
- Prepares for class by working with the department head, program director, lead instructor, or director of academic affairs to select appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi, ordering supplies; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.
- Maintains course content that is current, well-organized, and related to course objectives and to student's previous learning. Demonstrates knowledge in the following areas: institutional services and policies, library resources, and bookstore operations.
- Completes and submits required rosters, attendance documentation, and grades in a timely manner.
- Demonstrates excellent written and oral communication skills.
- Maintains control of class during instruction as well as handles disruptions in the classroom/lab.
- Demonstrates respect for students as individuals.
- Demonstrates accessibility in dealing with students' needs both individually and as a group, and communicates clearly to students.
- Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations.
- Counsels students with grades and attendance problems, refers students to tutoring and the counseling center if needed.
- Performs other duties as assigned.

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). 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. 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. **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.**

**AUGUSTA**  
  
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ESTABLISHED 1961  
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*A Unit of the Technical College System of Georgia*

**Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.