



## **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 in 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 medicine, biotechnology, and cyber security. 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 Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Job Title:** Part-time Academic Program Director for the Firefighter I and II program

**Job Code:** 10317

**Campus Location:** Augusta Campus

**Salary:** Based on education and work experience.

### **JOB SUMMARY**

The Director, Firefighter I & II program is responsible for the administration, development and implementation of initiatives, oversight of Fire Adjunct faculty, and management of the operating budget for an office/department/program. Payment method for employees assigned to this job is "APO, lump-sum, fee-for-service."

### **MINIMUM QUALIFICATIONS**

Education- Certified Georgia Firefighter (NPQ Firefighter I & II); NPQ Certified Fire Instructor I & II

Experience- Three year's work experience in the field and experience as a firefighter instructor.

### **PREFERRED QUALIFICATIONS**

The candidate possesses a comprehensive knowledge of the Firefighter profession including the relationship to other professions in the public safety field. Experience that includes the competencies, skills and knowledge levels the faculty will be expected to ensure are taught in this educational program. Strong interpersonal and communication skills. Proficient in the use of computer applications, highly organized, and willing to work a flexible schedule.

### **COMPETENCIES**

Teaching experience at the postsecondary level, active participation in appropriate professional/occupational organizations, supervisory experience, and excellent human relations skills.

### **MAJOR DUTIES**

- Oversee instruction and assessment of program and course competencies utilizing the Technical College System

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of Georgia's standardized curriculum for Fire Fighter I and II

- Prepare and maintain program records and documents (i.e., grade book, attendance records, curriculum updates, advisory board minutes, institutional effectiveness program plans, program budget, and student records)
- Host advisory board meetings and maintain board documents
- Schedule classes
- Maintain office hours
- Maintain program budget
- Advise students
- Assist with instruction, recruitment and graduation of students
- Other related program management duties as assigned by the Dean of Professional and Public Services

**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.**

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**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.