

Job Title	INSTRUCTOR, BUSINESS ADMINISTRATIVE TECHNOLOGY
Division	BUSINESS AND PERSONAL SERVICES
Reports To	DEAN

EMPLOYMENT TERMS:

Full-time Salaried

QUALIFICATIONS:

Education	A Master's degree in Business or a Master's degree in a related field with 18 graduate semester hours in Business from an accredited college. MOS Certification is preferred.
Experience	A minimum of three years of full-time paid work experience in field to include administrative duties preferably in a medical office environment. Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach.
Desirable Experience, Knowledge, Skills, and Abilities	Teaching experience at the postsecondary level, excellent human relations skills, effective oral and written communication skills, knowledgeable of common software programs (i.e. Microsoft Word, Excel, PowerPoint), and the ability to implement technology into instructions.

RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Teaches program courses based on schedule needs. 2. Develops and updates instructor guidebooks for each assigned course, which contain course outlines, lessons 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. 3. Develops and updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule/calendar, a list of the competencies and student learning outcomes, the required textbooks, tools and supplies and the evaluation and grading procedures. 4. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program. 5. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi, ordering supplies and equipment, reproducing materials, and using a variety of learning modalities to include technology to augment instruction. 6. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning. 7. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by Augusta Technical College, career services and follow-up, financial aid, library resources, and bookstore operations. 8. Demonstrates knowledge of current trends in the industry/business community and maintains contact with the business/industry community and professional organizations. 9. Submits and updates all paperwork and required reports timely. 10. Selects staff development activities based on the following: student evaluations, instructor/course evaluations, changes in business/industry and technical education, updates in technology, and/or professional needs. 11. Completes all staff development plan requirements each year and submits staff development 503 activity reports promptly. 12. Maintains credentials, licensure, and certifications required for teaching and for the profession. 13. Demonstrates effective written and oral communication skills. 14. Maintains control of class and or classroom lab during instructions. 15. Demonstrates respect for students as individuals.

16. Demonstrates accessibility for students both individually and as a group by maintaining posted office hours.
17. Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
18. Counsels students with grades and attendance problems, refers students to the counseling center if needed, and promotes an environment that fosters student retention.
19. Accesses student information from school wide student data systems for advisement and registration purposes.
20. Demonstrates effectiveness in instructional delivery as indicated by analysis of student performance on departmental test banks and/or corrective actions taken to improve instructional delivery system.
21. Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
22. Assists with the planning for in-house program/course evaluations, PAR, and accreditation visits.
23. Provides input to the dean for the development of the program IE plan, budget, and PAS report.
24. Assists with the planning of program advisory committee meetings and attends at least two meetings annually.
25. Mentors new faculty members.
26. Provides input for College governance through the division's President Faculty Advisory Council (PFAC) representative.
27. Participates in graduation exercises, open house, and other Augusta Technical College activities.
28. Performs other duties as assigned by the Academic Dean.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

Please contact Shirley Rouse, HR Pre-Hiring Manager for questions by telephone at (706) 771-4026 or e-mail srouse@augustatech.edu

SALARY

Commensurate with education and work experience..

Equal Opportunity Institution