

<b>Job Title</b>	<b>Instructor – Business Technology</b>
<b>Division</b>	Business, Public Safety, and Early Childhood Care and Education
<b>Reports To</b>	Division Dean

**EMPLOYMENT TERMS:**

Adjunct—(Part-time)
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**QUALIFICATIONS:**

<b>Education</b>	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.
<b>Experience</b>	A minimum of three years of full-time paid administrative work experience in an office environment. Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach.
<b>Desirable Experience, Knowledge, Skills, and Abilities</b>	Teaching experience at the postsecondary level; knowledge of current office procedures; excellent human relations skills; effective oral and written communication skills; knowledge and demonstrated use of Microsoft Office application programs; and the ability to implement technology into instructions.

**RESPONSIBILITIES**

1. Teaches program course(s) based on schedule needs.
2. 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.
3. 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.
4. Establishes a safe environment conducive to learning in the classroom and/or laboratory.
5. 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.

6. 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.
7. Completes and submits required rosters, attendance documentation, and grades in a timely manner.
8. Demonstrates excellent written and oral communication skills.
9. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner.
10. Demonstrates respect for students as individuals.
11. Demonstrates accessibility in dealing with students' needs both individually and as a group, and communicates clearly to students.
12. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations.
13. Counsels students with grades and attendance problems, refers students to tutoring and the counseling center, if needed.
14. Performs other duties as assigned.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://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 Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required.

**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

*Commensurate with education and work experience.*

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