

<b>Job Title</b>	<b>INSTRUCTOR, POLITICAL SCIENCE</b>
<b>Department</b>	Academic Affairs
<b>Reports To</b>	Dean, Arts and Sciences, Learning Support and Professional Services

#### **EMPLOYMENT TERMS:**

<i>Adjunct – (Part-Time)</i>
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#### **QUALIFICATIONS:**

<b>Education</b>	A Master of Arts degree in political science or closely related discipline with a minimum of 18 graduate hours in political science from a regionally accredited institution.
<b>Experience</b>	A minimum of three years of full-time paid work experience in field is preferred. 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, effective communication skills, knowledgeable of common software programs (i.e. Microsoft Word, Excel, PowerPoint), and the ability to implement technology into instructions.

#### **PRIMARY DUTIES:**

<ol style="list-style-type: none"> <li>1. Teaches program course(s) based on schedule needs.</li> <li>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.</li> <li>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.</li> <li>4. Establishes a safe environment conducive to learning in the classroom and/or laboratory.</li> <li>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.</li> <li>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.</li> <li>7. Completes and submits required rosters, attendance documentation, and grades in a timely manner.</li> <li>8. Demonstrates excellent written and oral communication skills.</li> <li>9. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner.</li> <li>10. Demonstrates respect for students as individuals.</li> <li>11. Demonstrates accessibility in dealing with students' needs both individually and as a group, and communicates clearly to students.</li> <li>12. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations.</li> <li>13. Counsels students with grades and attendance problems, refers students to tutoring and the counseling center, if needed.</li> <li>14. Performs other duties as assigned.</li> </ol>
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**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

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**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 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

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**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required

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**CONTACT**

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

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**SALARY**

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