



## **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 has remained dedicated to promoting 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 cybersecurity. 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 Masters 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:** Adjunct English Instructor (Part-Time)

**Job Code:** 10317

**Campus Location:** Multiple Campuses (Augusta, Grovetown, Thomson, & Waynesboro)

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

Payment method for employees assigned to this job is "APO, lump-sum, fee-for-service."

### **JOB SUMMARY**

The Adjunct Faculty (APO) is responsible for developing curriculum and presenting instruction in subject areas.

### **MINIMUM QUALIFICATIONS**

A minimum of a master's degree in the teaching discipline or a master's degree with a concentration (18 graduate credit hours) in the teaching discipline from a nationally accredited institution.

### **PREFERRED QUALIFICATIONS**

Three years of full-time, paid, in-field work experience is preferred. Work experience should include those competencies, skills, and knowledge levels that the instructor will be expected to teach to include teaching online courses.

### **COMPETENCIES**

- Understanding of the mission and philosophy of postsecondary technical education
- Knowledge of academic course standards for degree, diploma, and technical certificates of credit curriculum

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- Knowledge of pedagogical practice and theory
- Effective oral and written communication skills
- The skill to work cooperatively with students, faculty, and staff
- The skill in the preparation and delivery of classroom content
- The skill to make timely decisions to solve problems
- The skill in interpersonal relations and in dealing with the public
- Knowledgeable of common software programs (i.e., Microsoft Word, Excel, PowerPoint)
- Ability to implement technology into instruction

### MAJOR DUTIES

Under general supervision of the Dean, adjunct faculty:

- Prepares or utilizes existing lesson plans for classroom instruction for credited technical/occupational courses.
- Updates course syllabi using college-provided template.
- Provides classroom and/or online instruction in the theory and practical applications of courses.
- Evaluates students' progress in attaining goals and objectives based on established course grading requirements.
- In coordination with the department head, measures program or departmental student learning outcomes for continuous student improvement and success.
- Prepares and maintains all required documentation and administrative reports in a timely manner.
- Completes college and state-mandated professional development training as required.
- Teaches courses based on scheduling needs.
- Demonstrates knowledge of current trends in the industry/business community.
- 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.
- Maintains course content that is current, well-organized, and related to course objectives using a variety of learning modalities.
- Completes the Learning Management System (LMS) training, implements courses into the LMS, and teaches online courses as required.
- Maintains credentials, licensure, and certifications required for teaching and for the profession.
- Demonstrates proper classroom/lab management.
- Responds to all communications in a timely manner.
- Counsels high-risk students and refers them to the appropriate college resource.
- Demonstrates effectiveness in instructional delivery by analyzing student performance and adjusting instruction as needed.
- Other duties as assigned.

**APPLICATION DEADLINE:** The position will remain open until filled. All application 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 contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

**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.

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