



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 Medical Assisting Instructor

Job Code: 10317

Campus Location: Summerville Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

The **Adjunct Medical Assisting Instructor** is responsible for developing curriculum and presenting instruction in subject areas. Payment method for employees assigned to this job is "APO, lump-sum, fee-for-service."

MINIMUM QUALIFICATIONS

- A minimum of an associate degree in Medical Assisting or a related field from a regionally accredited institution.
- Current certification as a Medical Assistant granted by a credentialing organization accredited by the National Commission for Certifying Agencies (NCCA) or American National Standards Institute (ANS).

PREFERRED QUALIFICATIONS

- A bachelor's degree in a related field from a regionally accredited institution.

COMPETENCIES

- Strong analytical skills with attention to detail and accuracy.
- An understanding of the mission and philosophy of technical education.
- Effective oral and written communication skills.
- Knowledgeable about methods of students' evaluation.
- Competent computer skills and ability to use common software programs (e.g., Microsoft Word, Excel, PowerPoint).
- The ability to implement technology into instruction.

MAJOR DUTIES

Under general supervision:

- Instruct courses in the program based on schedule needs.
- Distribute a course 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, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Maintain current instructional plans for assigned courses.
- Establish an environment conducive to learning in the classroom and laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program where applicable.
- Prepare for classes by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; reproducing materials; and using a variety of learning modalities, including instructional technology to augment instruction.
- Follow course content, which is current, well-organized, and related to course learning outcomes and to students' previous learning.
- Demonstrate knowledge of instructional and student services policies and procedures as described in the employer and student handbooks.
- Submit/update all paperwork and required reports on time, including the seven-day census report and final grade rosters.
- Maintain credentials, licensure, and certifications required for teaching and for the profession.
- Maintain control of the class during instruction.
- Demonstrate respect for students as individuals.
- Return test results and other assignments to students in a timely manner.
- Follow program procedures for course remediation.
- Maintain open communication with the department head and academic dean.
- Communicate student issues to the department chair and academic dean in a timely manner.
- Demonstrate accessibility in dealing with students' needs both individually and as a group.
- Demonstrate excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations.
- Counsel students with grades and attendance problems and refer students to the counseling center if needed.
- Enter final course grades into SmartWeb.
- Perform other related duties accompanying the position.

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.