



## **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 Surgical Technology & Central Sterile Supply Processing Instructor**

**Job Code: 10317**

**Campus Location: Augusta Campus**

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

### **JOB SUMMARY**

The **Adjunct Surgical Technology & Central Sterile Supply Processing Instructor** is responsible for performing all aspects of instruction for the program.

### **MINIMUM QUALIFICATIONS**

A minimum of an Associate's degree in the field of Surgical Technology or a related field is required.

Must possess a credential (CST) in the field of Surgical Technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).

A minimum total of three years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.

### **PREFERRED QUALIFICATIONS**

A bachelor's degree in a related field.

## COMPETENCIES

- Strong analytical skills with attention to detail and accuracy.
- Understanding of the mission and philosophy of technical education.
- Effective oral and written communication skills.
- Knowledgeable about methods of student 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

### Clinical Instructor Responsibilities

- Serves as a liaison between the programs and clinical sites.
- Performs clinical site visits to observe students and meet with clinical instructors to keep open communications between the sites and the college.
- Maintains documentation on clinical sites.

### Instructional and Professional Responsibilities

- Teaches courses in the programs based on schedule needs and content expertise.
- Develops, updates, and distributes a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Demonstrates knowledge of current trends in the programs industry/business community and maintains contact with the business community and professional associations on the local and state levels.
- Maintains credentials, licensure, and certifications required for teaching and for the profession.
- Engages in clinical practice activities on an ongoing basis.
- Maintains control of the class during instruction as well as handles disruptions in the classroom/lab.
- Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
- Engages in activities that are of value to the community and responsive to the College's mission, values, and strategic priorities.
- Performs other duties as assigned by the Department Head and Dean of the School of Health Sciences.

**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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