



## 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: First Year Experience Instructor & Coordinator**

**Job Code: 11213**

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

**Salary: \$55,000.00 - \$64,479.96;** Commensurate with education and work experience.

*Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.*

### JOB SUMMARY

The **First Year Experience Instructor & Coordinator** will be responsible for performing all aspects of instruction for the program while serving as the coordinator for First Year Experience courses.

### MINIMUM QUALIFICATIONS

A master's degree from an accredited college or university with three (3) years of related experience.

### PREFERRED QUALIFICATIONS

A master's or doctorate degree and at least five (5) years of program coordinator/administrative experience.

### COMPETENCIES

- Knowledge of academic course standards for degree, diploma, and technical certificates of credit curriculum

*A Unit of the Technical College System of Georgia*

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- Have excellent written communication, verbal communication, and facilitation/training skills.
- Skill to work cooperatively with students, faculty, and staff
- Have experience with in-person and online instruction to include a variety of teaching strategies using advanced instructional technologies.
- Skill to make timely decisions to solve problems
- Have interpersonal, collaboration/teamwork, and organizational skills.
- Knowledgeable of common software programs (i.e., Microsoft Word, Excel, PowerPoint)
- Ability to implement technology into instruction
- Experience with student orientation, programming, new student seminars, or other areas that support new students.
- Have demonstrated a thorough understanding of pedagogical practice and theory, student development theory, best practices in student orientation and first-year programs, and current issues supporting and retaining students.

## MAJOR DUTIES

Under general supervision of the Dean, faculty:

- Prepares 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 application of courses.
- Evaluates students' progress in attaining goals and objectives based on established course grading requirements.
- Measures program or departmental student learning outcomes for continuous student improvement and success, and submits results to the department head.
- Prepares and maintains all required documentation and administrative reports in a timely manner.
- Completes college and state-mandated professional development training as required.
- Demonstrates knowledge of current trends in the industry/business community and maintains contact with the business/industry community and professional organizations.
- Accesses student information from college-wide data systems for advisement and registration purposes.
- Maintains a copy of up-to-date Knowledge Management System (KMS) program standards and course standards to use as reference in curriculum development and revision.
- Participates in commencement, open house, orientation, and other Augusta Technical College activities.
- 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.
- Maintains clearly communicated office hours and responds to all correspondence 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.

Under general supervision of the Dean, the Coordinator:

- Provides day-to-day oversight and leadership for the First-Year Experience course.
- Provides visioning and strategic planning for the class in support of the ATC's mission, vision, and strategic plan.
- Oversees the design, coordination, management, and execution of the first-year experience course.
- Oversees assessment and evaluation for First-Year Experience course, including student satisfaction, impact on retention, graduation rates, and learning objectives.
- Works in collaboration with the office of marketing and the public relations department to create and disseminate various communications to students.
- Works collaboratively with the academic schools and divisions, such as the Student Affairs division, and the Enrollment & Retention division (i.e., Admissions, Academic Advising, Financial Aid, Campus Tutorial Center & Testing, & Registrar's).
- Provides guidance, assistance, and direction to faculty and staff members who teach the first-year experience course.
- Collaborates with student affairs to provide support and assistance with new student orientation programs.
- Investigate literature and best practices to explore first-year programming.
- Prepares appropriate curricula, including non-traditional content and methods to achieve the objectives and goals of students.
- Establishes a classroom/lab organization and management system containing policies and procedures and demonstrates proper classroom/lab management.
- Coordinates program and faculty schedules.
- Evaluates students' progress in attaining goals and objectives.
- Prepares and maintains records of all required documentation, supplies, and equipment, budgetary matters, and administrative reports.
- Performs other duties as assigned in the fulfillment of the needs, philosophy, and purpose of Augusta Technical College.

**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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