



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: Instructor, Business Technology

Job Code: 11413

Campus Location: Augusta Campus (May be required to offer classes on other Augusta Tech Campuses)

Salary: \$59,302.67- \$64,249.96; 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 **Business Technology Instructor** is responsible for performing all aspects of instruction for the program

MINIMUM QUALIFICATIONS

A Master's degree in Business or related field with 18 graduate semester hours in Business from a regionally accredited institution.

PREFERRED QUALIFICATIONS

- MOS Certification is preferred.
- A minimum of three years of full-time, paid, in-field work experience to include administrative duties
- knowledge of common software programs (i.e. Microsoft Word, Excel, PowerPoint), and the ability to implement technology into instruction.

- Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards for Degree, Diploma, and TCC curriculum
- Knowledge of pedagogical practice and theory
- Effective oral and written communication skills
- Skill to work cooperatively with students, faculty, and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions to problem solve
- Skill in interpersonal relations and in dealing with the public

MAJOR DUTIES

Under general supervision of the Dean, faculty:

- Prepares lesson plans for classroom instruction for credited technical/occupational courses
- Prepares standardized course syllabi using the provided College template
- Provides classroom and/or online instruction in the theory and practical applications of Business-related 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, including Class Roster, Class Census Reports, Class Attendance records, Grade Book, etc.
- Completes 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 school-wide student data systems for advisement and registration purposes.
- Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
- Assists with the planning of program advisory committee meetings and attends at least two meetings annually
- Participates in graduation exercises, open house, and other Augusta Technical College activities.

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at 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.