



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: Automation Technology Instructor

Job Code: 11413

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

The **Automation Technology Instructor** is responsible for performing all aspects of instruction for the program.

MINIMUM QUALIFICATIONS

- A diploma in the field is required from a nationally accredited institution.
- At least three years of full-time work experience in field.

PREFERRED QUALIFICATIONS

An associate degree from an accredited institution or completion of an equivalent military or company-sponsored program is preferred.

COMPETENCIES

- Knowledge of direct and alternating current circuits, motor control circuits, pneumatic and hydraulic systems, programmable logic controllers, pumps and piping systems, industrial wiring, and industrial mechanics.
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of the college's academic programs

A Unit of the Technical College System of Georgia

- Oral and written communication skills
- Skilled to work cooperatively with students, faculty, and staff
- Skilled in the preparation and delivery of classroom content
- Skilled at making timely decisions
- Skill in the operation of computers and job-related software programs
- Decision-making and problem-solving skills
- Skilled in interpersonal relations and in dealing with the public.

MAJOR DUTIES

- Prepare lesson plans for classroom instruction for general education courses
- Prepare standardized course syllabi using the provided College template
- Provide classroom and/or online instruction in the theory and practical applications of courses
- Evaluate 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
- Prepare and maintain all required documentation and administrative reports, including class roster, class census reports, class attendance records, grade book, etc.
- Complete professional development training as required for specific classroom or online course delivery
- Access student information from college-wide data systems for advisement and registration purposes.
- Teach program courses based on the schedule needs
- Update 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, required textbooks, required tools and supplies, evaluation, and grading procedures
- Establish 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
- Prepare for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts and syllabi; reproducing materials; and using a variety of learning modalities, including instructional technology to augment instruction
- Maintain course content, which is current, well-organized, and related to course objectives and to students' previous learning.
- Complete College online Learning Management System (LMS) training and implement LMS into course delivery
- Submit and update all paperwork and required reports on time, including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations
- Maintain credentials, licensure, and certifications required for teaching and for the profession
- Maintain control of class during instruction as well as handle disruptions in the classroom/lab
- Demonstrate respect for students as individuals
- Demonstrate accessibility in dealing with students' needs both individually and as a group; maintain posted office hours; and communicate clearly to students
- Demonstrate effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations
- Counsel students with grades and attendance problems and refer students to the counseling center as needed

- Demonstrate effectiveness in instructional delivery as indicated by analysis of student performance on departmental tests and/or corrective actions taken to improve the instructional delivery system
- Maintain a copy of up-to-date state course standards to use as a reference in curriculum development and revision
- 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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