

**Position Announcement**

**January 2017**

**POSITION:** Associates Degree Nursing Clinical Instructor

**Application Deadline: Until Filled**

**Projected Start Date:** January 10, 2017

**Position Status:** Adjunct

**POSITION DESCRIPTION:** Under general supervision, provides laboratory, preclinical and clinical instruction to students in the Associate Degree Nursing program.

* Supervises care provided by a group of students (usually 8 to 10 students in a group) while they complete their skills lab/clinical rotation.
* Coordinates with clinicians at the clinical site to make student patient assignments.
* Teaches students how to perform duties in the clinical site and answers their questions.
* Evaluates student clinical documentation and progress in attaining goals and objectives.
* Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties.
* Maintains program requirements, attends/completes all professional development training; meets with students and college personnel to discuss students’ instructional programs and other issues.
* Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

**LOCATION/SCHEDULE:** Warner Robins Campus with clinical sites across the service delivery area.Schedule will be one to two lab/clinical days per week with possibility for alternative scheduling - weekdays and/or weekends.

**MINIMUM QUALIFICATIONS:**

* Current state of Georgia RN licensure in good standing
* Bachelor of Science in Nursing from a regionally accredited institution
* At least two years of clinical experience

**PREFERRED QUALIFICATION:**

* Teaching experience in field
* Master of Science in Nursing from a regionally accredited institution

**SALARY / BENEFITS:**

Gross Fee Per Course. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

|  |  |
| --- | --- |
| Criminal History Records  | Motor Vehicle Records  |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records  | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: lhampton@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.