



Position Announcement September 2019

Position: Associate Degree Nursing Instructor

Position Status: Full-Time

Application Deadline: September 23, 2019

Position Description:

Under general supervision, demonstrates the use of appropriate teaching techniques. Delivers instruction and evaluation of students in the lab and clinical setting, provides assistance with simulation activities. Demonstrates the use of appropriate testing and grading procedures, including proper maintenance of grade books and any other appropriate record-keeping requirements. Demonstrates the effective use of oral and written communication skills, and knowledge of current procedures in the Nursing field. Follows approved curriculum standards and course syllabi. Monitors student use of supplies, materials, and equipment. Advises and counsels students, and maintains appropriate advisement records on each student. Maintains classrooms and laboratories in accordance with approved classroom and lab management plans. Attends meetings as required. Observes and enforces the institution's policies and regulations. Assists with student recruitment and job placement. Serves on committees. Provides assistance to Program Director in planning, developing and monitoring budget for equipment and supplies, and assisting with preparation of pertinent documents related to program function and accreditation. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) and accreditation standards. Follows rules and regulations as described by the Technical College System of Georgia (TCSG) and other policies and procedures established by the institution. Assists in the development of reports and other requirements for the Georgia Board of Nursing.

Location / Work Schedule:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position will be located on the Warner Robins campus. May require travel to other assigned college locations as needed. This position is scheduled to work 12 months per calendar year at 40 hours per week.

Minimum Qualifications:

- Earned Master's Degree in Nursing from a regionally accredited institution.
- Documented current state of Georgia RN licensure in good standing.
- Documented current BLS/CPR

Preferred Qualifications, in addition to minimum qualifications:

- Documented minimum of two (2) years clinical experience in the past five (5) years
- Documented ACLS
- Documented teaching experience at the postsecondary level in didactic and/or clinical teaching experience, experience in administration, educational theory and methodology, instructional design, student evaluation and outcome assessment.

Salary/Benefits:

Target annual gross salary in the low-mid \$50s. Actual annual gross salary rate is determined by the candidate's highest qualifying degree and related work experience. This is a fulltime position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

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
- 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 Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cjohnson@centralgatech.edu.

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