

**Position Announcement**

**February 2017**

**POSITION:** Air Conditioning Technology Instructor **Application Deadline:** Until Filled

**Position Status:** Adjunct

***This position is pending funding***

**Position Summary:**

Adjunct faculty responsibilities are centered on preparing and teaching classes to inmate students in the correctional setting as assigned. Duties include: lecture, lab instruction activities, respond to student learning needs and evaluate student progress, and other duties as defined by the Technical College System of Georgia. Adjunct faculty are expected to follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Maintain 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. Follows rules and regulations as described by the Georgia Department of Corrections. Position may require travel to any of the satellite locations with the College’s service area.

**Location / Schedule:**

This position will be assigned to Riverbend Correctional Facility in Milledgeville, a contracted facility of the Georgia Department of Corrections. Projected work schedule is Monday through Friday, 7:30 a.m. to 3:15 p.m. Actual work schedule subject to meet the demands of the facility.

**Minimum Qualifications:**

* High School Diploma or GED
* Documented three (3) years paid full-time, in-field work experience within the past seven (7) years.
* Documented work experience to include competencies, skills and knowledge levels in the air conditioning technology instructional program.
* Occupational experience must meet the current requirements of the appropriate licensing boards for the area of instruction.

**Preferred Qualifications, in addition to minimum qualifications:**

* Associate Degree in Air Conditioning Technology from a regionally accredited college or university.
* Teaching experience at the postsecondary level.
* Experience working in a correctional setting.

**Salary / Benefits:**

Salary range of $15-$20 per instructional contact hour, based on the candidate’s highest qualifying degree. 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. The College 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.