



Position Announcement March 2026

Position:	Business Technology Instructor
Position Status:	Adjunct
Application Deadline:	Open Until Filled
Primary Work Location:	To Be Determined
Work Schedule:	Days, Evenings and/or Online / during the academic term

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following March 26, 2026 based on candidate selection.

Position Summary:

Under general supervision, provides associate-level BT instruction to students in the classroom settings, prepares syllabi and lesson plans. Develops program goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintains program requirements, attends/completes all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. This position may also serve as a lead instructor to provide mentoring support to adjunct faculty teaching in the discipline. 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. Dual Enrollment instructors are subject to the rules and regulations of the on-site location. Position may involve teaching traditional day and/or evening classes or online classes and will require travel within the college's service area and additional travel as needed.

Projected Work Hours/Location:

Position will be assigned to the Macon or Warner Robins campus. Class times are projected to be scheduled during the College's normal day hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday's. Classes taught in the evenings are typically scheduled from 6:00 p.m. to 8:00 pm. Actual schedules may vary each academic term.

Salary / Benefits:

This position is paid a set fee per course rate based on a \$25 gross hourly rate per contact hour. Compensation may include additional stipends for student contact hours, orientation and trainings, course development, etc. 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.

Minimum Qualifications: Candidate must meet the Standard Academic **OR** Other/Alternative Qualifications:

▪ **Standard Academic Qualification:**

Earned master's degree in Business Administration from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
or

Earned master's degree with a concentration (*a minimum of 18 graduate semester hours*) in the teaching discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.

Required Documentation for Standard Academic Qualification: Candidate must upload all required documentation to the CGTC applicant portal:

- Current Resume
- Completed CGTC Job Application
- **ALL** transcripts from any academic institution in which post-secondary credit was earned and also which show all conferred educational degrees. Unofficial copies are acceptable as part of the employment packet, diploma copies are not accepted in lieu of a transcript.

▪ **Other/Alternative Qualification:** – *Applicants who do not meet the standard academic qualification may be considered under the following criteria.*

Earned bachelor's degree in Business Administration or closely related discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education with demonstrated competence* in teaching discipline, to include current nationally recognized certification and/or documented work experience in field.

*Candidate must upload the [CGTC Faculty Qualification Equivalency Form](#) and supporting documentation with their CGTC application demonstrate qualifications specific to the teaching discipline.

Required Documentation for Other/Alternative Academic Qualification: Candidate must upload all required documentation to the CGTC employment portal:

- Current Resume
- Completed CGTC Job Application
- **ALL** transcripts from any academic institution in which post-secondary credit was earned and also which show all conferred educational degrees. Unofficial copies are acceptable as part of the employment packet, diploma copies are not accepted in lieu of a transcript.
- [CGTC Faculty Qualification Equivalency Form](#)
- ALL supporting documentation that demonstrates qualifications specific to the teaching discipline. *Examples include, but are not limited to, publications or presented papers, professional development, work experience, professional licensure and certifications related to the teaching discipline).*

Preferred Qualifications, in addition to the minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented work experience in an administrative capacity for medical facility
- Documented experience in Medical Billing, Coding, and Insurance

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

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 concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

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

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|--------------------------|--------------------------|
| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies: The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics 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.