POSITION ANNOUNCEMENT
October 2019

Position: Computer Information Systems (Cisco) Instructor

Application Deadline: October 24, 2019

Projected Start Date: December 2, 2019

Position Status: Full-time

Position Description:
Under general supervision, provides instruction to students in the CIST classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. 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. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. 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.

Projected Work Hours / Location:
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 at the Georgia Veterans Education Career Transition Resource (VECTR) Center in Warner Robins (Houston County) with travel to other college locations as needed. May include online and/or evening teaching assignment.

Minimum Qualifications:
- Earned Bachelor's degree in Computer Information Systems
- Documented related work experience and certification in field.
- Documented CISCO Instructor Training Certified for assigned courses

Preferred Qualifications, in addition to minimum qualifications:
- Earned Master's degree with a concentration in Computer Information Systems or earned Master's degree in a related field with a minimum of 18 semester hours in teaching discipline.
- Documented CCNA Certification
- Documented Certifications in Networking, Hardware, Programming, Computer Engineering, etc.
- Documented teaching experience at the postsecondary level

Salary / Benefits:
Projected annual gross salary in low $50s. Actual salary will be determined by the candidate's highest qualifying degree level 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: cajohnson@centralgatech.edu.

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