



## Position Announcement December 2023

<b>Position:</b>	Chemistry Instructor - Science Core Adjunct
<b>Position Status:</b>	Adjunct
<b>Application Deadline:</b>	UNTIL FILLED or March 31, 2024
<b>Primary Work Location:</b>	Warner Robins
<b>Projected Work Schedule:</b>	Days and/or Evenings/ Monday - Thursday

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held prior to March 31, 2024, based on a candidate selection.*

### **Position Summary:**

Under general supervision, provides instruction to students in Chemistry and Chemistry Lab courses. 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. 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. 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. Position may involve teaching traditional day, evening classes, and/or online classes and may require travel to any of the instructional locations within the College's service area.

**Minimum Qualifications:** *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned Master's degree in chemistry or a master's degree with a concentration in the teaching discipline (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.

**Preferred 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 laboratory hazard or safety training
- Documented related work experience and/or teaching experience.

**Projected Work Hours/Location:**

Warner Robins and Macon campus: Chemistry Lecture and Chemistry Lab. Possible, scheduled times Monday- Thursday 08:30 AM- 11:15AM- 1:30PM – 4:45 PM or 5:00PM - 8:00PM depending on the class schedule.

**Salary / Benefits:**

This position is paid a set fee per course rate based on a \$26 gross hourly rate per contact hour. May include additional stipends for student contact hours, orientation and training, 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.

**Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC 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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit an HSD/GED transcript documentation as part of the application process.
4. 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](mailto:cdominy@centralgatech.edu).

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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu)