

**Position Announcement**

**May 2017**

**POSITION:** Welding Instructor

**Application Deadline:** UNTIL FILLED **Position Status:** Full time

**Position Description:**

Under general supervision, will provide instructional supervision to student inmates in welding classes in the correctional setting. Demonstrates the use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record‐keeping required. Demonstrates the effective use of oral and written communication skills. Demonstrates knowledge of current in‐field procedures. Follows approved course syllabus. Completes all reports, records and invoices in a timely manner and maintains an accurate inventory of all assigned properties. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards and Department of Corrections.  Position may require travel as needed.

**Job Competencies**

* Skill in the use of computers and job related software programs
* Decision making and problem solving skills
* Skill in interpersonal relations and in dealing with the public
* Oral and written communication skills

**Location / Work Schedule**

Position is located at Walker State Prison, Rock Springs, GA; projected work hours of 6:00 a.m. to 4:30 p.m. Monday through Thursday.

**Minimum Qualifications:**

* High School Diploma or GED.
* Documented three (3) years paid full-time, in-field work experience within the past seven years.
* Documented work experience to include competencies, skills and knowledge levels in the Welding 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’s degree in Welding Technology from a regionally accredited college or institution.
* Teaching experience at the postsecondary level
* Experience working in the correctional setting

**Salary/Benefits:**

Annual gross salary range of $40,000 to mid-$40’s; actual rate is determined by the candidate’s highest qualifying degree. This is a 12-month position. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and 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.