

**Position Announcement**

**January 2017**

**POSITION:** DraftingAdjunct Instructor

**APPLICATION DEADLINE:**  February 24, 2017

**PROJECTED START DATE:** Spring Semester, January 2017

**POSITION STATUS:** Adjunct

**POSITION DESCRIPTION:** Under general supervision, provides instruction to students in the Drafting Technology program. 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 and/or evening classes or online classes and may require travel to any of the satellite locations with the College’s service area.

**LOCATION/SCHEDULE:** Macon Campus; day, evening, and online instructors are needed.

**MINIMUM QUALIFICATIONS:**

* Associate Degree in Drafting with 3-5 yrs. work experience in Drafting or Engineering Field.
* Have working knowledge of AutoCAD, Revit and SolidWorks 2015 or greater software.
* Be able to teach all aspects of Mechanical and Architectural drafting that relate to Multiview, sectional, auxiliary and final assembly drawings.
* Have the ability to teach multiple topics within the same class period.
* Be able to use Microsoft Word, Excel, Access and Power Point.

**SALARY / BENEFITS:**

Gross Fee Per Course (average of $18/contact hour). 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:**

All application packets MUST be submitted via the Online Job Center. As part of the application process, interested candidates shall be required to upload other documents including a current resume, transcripts from all postsecondary institutions attended and licenses and/or certifications which pertain to the position. Application packets which do not contain all required information at the time of the position closing will be considered incomplete and will not be reviewed further. It is the responsibility of interested candidates to submit the required documentation. This posting will be removed from the Job Center on the date posted above. For more information concerning this position, please contact the Human Resources Office at 478-757-3449 or hrdept@centralgatech.edu.

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

* **Criminal History Records check**
* **Motor Vehicle Records check**
* **Employment References**
* **Pre-employment drug test**
* **Fingerprint records check**
* **Credit history records check**
* **Psychological screening**
* **Medical Examination**

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

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.