

**Position Announcement**

**DECEMBER 2018**

**Position:** Electronics Technology Instructor

**Application Deadline:** December 21, 2018

**Employment Status:** Adjunct

**Position Summary:**

Under general supervision, provides instruction to students in Electronics Technology courses.   Demonstrates the use of appropriate teaching techniques, testing and grading procedures, effective use of oral and written communication skills, and knowledge of current in-field procedures.  Follows approved course syllabus.  Maintains program requirements, professional development training, and industry standards. Evaluates student progress. Participates in student advisement and registration. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards.  Position may involve teaching traditional day and/or evening classes or and may require travel to any of the satellite locations within the College’s service area.

**Projected Work Hours / Location:**

This position is projected to work days and/or evenings on the Macon and/or Warner Robins campuses.

**Minimum Qualifications:**

* Associate of Science degree in Electronics or related field from a regionally accredited college or university.
* Documented three (3) years paid full-time, in-field work experience to include competencies, skills and knowledge levels in the instructional program.

**Preferred Qualifications, in addition to minimum qualifications:**

* Bachelor of Science degree or higher in Electronics or related field from a regionally accredited college or university.
* Post-secondary teaching experience

**Salary/Benefits:** Gross Fee Per Course. 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 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

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 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 and Compliance, Room A-136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

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