



**Position Announcement
SEPTEMBER 2020**

POSITION: Emergency Medical Technician/Advanced EMT Adjunct Instructor

APPLICATION DEADLINE: September 28, 2020

PROJECTED START DATE: Fall Semester

POSITION STATUS: Adjunct

POSITION DESCRIPTION:

Provides education and/or training support to CGTC faculty and college students. Serves as on-site monitor/proctor for Paramedic Technology (EMSP) classes. Provides oversight to program students in the instructor's absence by performing the following task(s): prepare lab materials and maintain order and cleanliness in the lab environment, use observational skills to remain aware of changes in the behavior and physical condition of students, duties as assigned. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. 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.

LOCATION/SCHEDULE: Macon Campus

MINIMUM QUALIFICATIONS:

- Current documentation as a certified Georgia Emergency Medical Technician (EMT), EMT-Intermediate, Advanced EMT, Cardiac Technician, Paramedic, Registered Nurse, Physician's Assistant, or Physician.
- At least 18 months of documented experience in-field.

PREFERRED QUALIFICATION:

- Current documentation as a certified Georgia Level II or III EMS Instructor.
- Minimum of an earned Associate's degree.
- Documented teaching experience at the post-secondary level.
- Documented BCLS/ACLS/PALS/PHTLS or ITLS instructor certifications.
- Documented specialty provider and/or instructor certifications in fire and emergency related specialties are preferred; active participation in appropriate professional/occupational organizations; excellent human relations skills; computer skills and experience.
- Documented experience in BANNER, Blackboard and MS Office.

SALARY / BENEFITS:

Hourly timesheet. 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
- 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: cjohnson@centralgatech.edu

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