

**Position Announcement**

**January 2017**

**POSITION:** Electronics/Energy Dual Enrollment Instructor

**APPLICATION DEADLINE:** February 24, 2017

**PROJECTED START DATE:** Immediately

**POSITION STATUS:** Adjunct

**POSITION DESCRIPTION:** Under general supervision, provides instruction to students in the Electronics/Energy 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 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:** Putnam County High School (Days),. Monday – Friday, 8:00 AM – 2:30 PM

**Dual Enrollment:** This position will be teaching Dual Enrollment classes in the high school setting and will follow the local school academic calendar.   Projected work hours are Monday – Friday, 8:00 AM – 2:30 PM (times to be determined), and actual working schedule may vary depending on the high school class schedule.

**MINIMUM QUALIFICATIONS:**

* Associate’s degree in Electronics or related field from a regionally accredited college or institution.
* Three years paid full-time, in-field work experience within the past seven years.
* Work experience to include competencies, skills and knowledge levels in the Air Conditioning Technician instructional program
* Occupational experience must meet the current requirements of the appropriate licensing boards for the area of instruction.
* Effective written and verbal communication skills.
* Basic computer skills.

**PREFERRED QUALIFICATIONS:**

* Bachelor’s Degree in Electronics
* Teaching experience in a postsecondary level.

**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 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](mailto: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](mailto:lhampton@centralgatech.edu).

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