



**POSITION ANNOUNCEMENT
ADJUNCT POOL
March 2019**

POSITION: English Instructor (Associate degree level)

PROJECTED START DATE: Fall Semester (August 2019)

POSITION STATUS: Adjunct Faculty

Application packets will be accepted through July 31, 2019 and screened as needed based on teaching needs for Fall 2019 academic terms.

CGTC is seeking to compile a pool of qualified candidates interested in potential future adjunct teaching opportunities. Hiring occurs on an as-needed, limited-term basis, dependent upon the needs of the college and available funds. Candidates who have submitted completed application packets and determined to meet eligibility requirements will be contacted to schedule an interview for open adjunct positions.

Position Description:

Under general supervision, adjunct (part-time) faculty provide instruction to students in the classroom and/or lab settings, prepare and follow approved syllabi and lesson plans. Demonstrate 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. Maintain program requirements, attend/complete all professional development training; Evaluate student progress in attaining goals and objectives. Provide prompt and appropriate feedback related to student questions and learning outcomes. Complete 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. Follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

Location/Schedule:

Assignment may involve teaching through distance education and/or face-to-face classes. May require travel to assigned college locations as needed. Actual class time(s) and day(s) are to be determined.

Minimum Qualifications:

- Master's degree in English from a regionally accredited institution **OR** a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) from a regionally accredited institution

Preferred Qualifications, in addition to minimum qualifications:

- Teaching experience at the postsecondary level.

Salary / Benefits:

Gross salary fee per course based on a \$25/hourly rate. 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 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.

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