



**POSITION ANNOUNCEMENT**  
**August 2019**

**Position:** Instructor/Program Chair - Hotel/Restaurant/Tourism Management

**Position Status:** Full Time

**Application Deadline:** Open Until Filled

**Projected Hire Date:** Fall Semester (October 1, 2019)

**POSITION DESCRIPTION:**

Under general supervision, provides instruction to students in the Hotel Restaurant Tourism Management (HRTM) classroom and lab settings, prepares syllabi and lesson plans. Provides academic oversight for college's HRTM and Culinary programs. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. 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. 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 as well as additional travel as needed.

**Minimum Qualifications: Must meet one of the following outlined bulleted qualifications:**

- Earned master's degree in Hospitality-related field from a regionally accredited institution or earned Master's degree with a minimum 18 graduate semester hours in the hospitality discipline from a regionally accredited institution
- Earned Bachelor's degree in Hospitality-related field from a regionally accredited institution \*and\* at least 3 years documented full-time work experience in field.

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

- Documented teaching experience at the postsecondary level
- Documented full-time work experience of at least three (3) years experience in Culinary or hospitality field

**Projected Work Hours/Location:**

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position will be located on any of the college's three campuses (Macon, Milledgeville, Warner Robins) with travel to other college locations as needed, including dual enrollment high school sites. May include online and/or evening teaching assignment. This is a fulltime position with work responsibilities 12-months per calendar year and at 40 hours per week. A shorter 10-month contract can be negotiated at a prorated salary.

**Salary / Benefits:**

Projected annual gross salary \$50,004.00. Actual gross annual salary to be determined by the candidate's highest qualifying degree based on meeting minimum and preferred qualifications. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**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: cajohnson@centralgatech.edu.

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