



## Position Announcement April 2019

**Position:** History Instructor

**Application Deadline:** May 1, 2019

**Employment Status:** Full Time

### Position Summary:

Under general supervision, provides instruction to students in associate degree and diploma-level English courses. Demonstrates the use of appropriate teaching techniques; 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. Maintains program requirements, professional development training, and industry standards. Evaluates student progress and provides prompt and appropriate feedback related to student questions and learning outcomes.. Participates in student advisement and registration. Maintains 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, online and/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 the College's normal business hours of 7:45 a.m. to 4:45p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position to be located at the Macon and Warner Robins campuses with travel to other college campus locations as needed, including dual enrollment partner high schools. This position is scheduled to work all 12 months per calendar and at 40 hours per week.

### Minimum Qualifications:

- Master's degree in History 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:

- Post-secondary teaching experience
- Experience teaching in an online/distance education environment

### Salary/Benefits:

Target annual gross salary is \$50,004. Actual salary will be determined by the candidate's highest qualifying degree level and related work experience. This is a full-time position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement 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
- 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.