



**POSITION ANNOUNCEMENT**  
**January 2020**

**POSITION:** Industrial Systems Technology Instructor

**APPLICATION DEADLINE:** Open Until Filled

**PROJECTED START DATE:** Immediately

**POSITION STATUS:** Full Time

**Position Description:**

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. 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 instructional locations within the College's service area as well as other travel as needed.

**Projected Location / Schedule:**

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. Friday. The position will be providing services on the Warner Robins, Macon and VECTR campuses and will require other travel as needed. This position will be scheduled to work all 12 calendar months per calendar year and at 40 hours per week.

**Minimum Qualifications, must meet one of the following bullets:**

- Earned Associate Degree in Industrial Systems Technology or closely related area from a regionally accredited institution and three (3) years documented paid full-time experience in Industrial Maintenance.
- Earned post-secondary certificate or diploma in Industrial Systems Technology from a regionally accredited institution with at least five (5) years documented paid full-time, in-field work experience to include competencies, skills and knowledge levels in the Industrial Systems Technology program.
- Earned high school diploma or equivalent with seven (7) years documented, paid full-time, in-field work experience within the past ten (10) years.

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

- Documented Programmable Logic Controller Experience
- Documented Industry certification in ISO, TQM, LEAN or Six Sigma (Green or Black Belt)
- Documented teaching experience at the postsecondary level.

**Salary / Benefits:**

Target annual gross salary is high \$40s-\$50k. Actual salary determined by the candidate's highest qualifying degree and related work experience. This is a 12 month, full-time position at 40 hours per week and is eligible for 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: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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