

**Position Announcement**

**May 2025**

**Position:** Marketing Management Instructor

**Position Status:** Full time

**Application Deadline:** Open Until Filled

**Primary Work Location:** Macon

**Projected Work Schedule**: 40 hours per week / 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time following June 5, 2025 based on candidate selection(s).*

**Position Summary:**

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program 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. Maintains program requirements, attends/completes 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. Maintains 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 will require travel within the college’s service area and additional travel as needed.

**Major responsibilities may include, but are not limited to the following:**

* May serve as program chair for additional monthly stipend, responsible for overall administration and supervision of program operations, instruction, and personnel at all locations and online.
* Develops short- and long-range plans for the program
* Monitors enrollment within program
* Initiates and assists in recruiting, interviewing, and hiring of part-time and full-time faculty in program area.
* Responsible for scheduling of classes each term
* Completing all assigned trainings in a timely manner
* Other responsibilities as assigned

**Minimum Qualifications:** *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

**Candidate must meet either the Standard Academic or Other/Alternative Qualifications:**

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| **Standard Academic Qualification** | **Other/Alternative Qualification** – Applicants who do not meet the standard academic qualification ***may*** be considered under the following criteria: |
| * Earned master’s degree in Marketing from an academic institution that is accredited by an agency recognized by the United States Department of Education

***OR**** Earned master’s degree with a concentration (a minimum of 18 graduate semester hours) in Marketing from an academic institution that is accredited by an agency recognized by the United States Department of Education
 | * Earned bachelor’s degree in Marketing from an academic institution that is accredited by an agency recognized by the United States Department of Education with demonstrated competence\* in the teaching discipline.

\**Candidate must upload the [CGTC Faculty](https://www.centralgatech.edu/wp-content/uploads/pdfs/academics/CGTCFacultyQualEquiv.pdf)**[Qualification Equivalency Form](https://www.centralgatech.edu/wp-content/uploads/pdfs/academics/CGTCFacultyQualEquiv.pdf)* ***and******supporting documentation*** *with their CGTC**application to demonstrate qualifications**specific to the teaching discipline.* |

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

* Documented teaching experience at the postsecondary level
* Three or more years documented work experience in Marketing field and/or Sports and Fitness
* Documented Digital Marketing Portfolio

**Projected Work Hours/Location:**

This position generally works normal day 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. Additional hours or a flexible schedule to include evenings, and/or weekends, may be required as needed. Position will be assigned to the Macon campus and may require travel to any of the locations within the College’s service area, including dual enrollment high school sites and other travel as needed. This position will work all 12 calendar months per year and at 40 hours per week.

**Salary/Benefits**:

**The selected candidate can expect to receive a contingent offer with an annual gross salary in the mid-upper $50s. Actual salary to be determined the candidates highest qualifying degree based on meeting published minimum and preferred qualifications.** 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:**

Applicants must complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTCdoes not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, the minimum and preferred qualifications based on the educational history, and the employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume and complete the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. The resume submission does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted instead of transcripts)*
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) that fulfill the minimum and if applicable, the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. The applicant is responsible for obtaining and uploading the application documentation by the stated deadline.

For more information about our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or email cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

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| 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) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital 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 Athletics 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.