

**Position Announcement**

**October 2016**

**Position:** Nursing Instructor (ASN) **Employment Status:** Full-time

**Application Deadline:** October 24, 2016

**Job Responsibilities:**

This position is teaching in the Associate Degree-level Nursing Program. Position may involve teaching traditional day and/or evening classes or online classes and may require travel within the College’s service area.

Responsibilities include, but are not limited to, the following:

* Demonstrates the use of appropriate teaching techniques.
* Delivers instruction and evaluation of students in the lab and clinical setting, provides assistance with simulation activities.
* Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping requirements.
* Demonstrates the effective use of oral and written communication skills; and knowledge of current procedures in the Nursing field.
* Follows approved curriculum standards and course syllabi.
* Monitors student use of supplies, materials, and equipment. Advises and counsels students, and maintains appropriate advisement records on each student.
* Maintains classrooms and laboratories in accordance with approved classroom and lab management plans.
* Attends meetings/professional development trainings as required.
* Observes and enforces the institution’s policies and regulations.
* Assists with student recruitment and job places.
* Serves on committees.
* Provides assistance to the Program Director in planning, developing and monitoring budget for equipment and supplies, and assisting with the preparation of pertinent documents related to the program function and accreditation.
* Assists in the development of reports and other requirements for the Georgia Board of Nursing.
* 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.

**Projected work Hours / Location:**

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45, Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday's. Position will be located on the Warner Robins campus. May require travel to other assigned college locations as needed.

**Minimum Qualifications:**

* Earned Master’s Degree in Nursing from a regionally accredited institution; graduation from an accredited RN program –*OR*- Earned Bachelor’s Degree in Nursing from a regionally accredited institution, with progress towards a Master’s Degree in Nursing completion by December 2017
* Current State of Georgia RN licensure in good standing
* Current BLS/CPR certification

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

* Minimum of 2 years clinical experience in the past five years
* ACLS
* Teaching experience at the postsecondary level in didactic and/or clinical teaching experience, experience in administration, educational theory and methodology, instructional design, student evaluation and outcome assessment

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| **Salary / Benefits:**  Target salary is mid to upper 50s. Actual annual gross salary determined by candidate’s highest qualifying degree level and related work experience. This is a 12-month position and 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). |
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**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:**

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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 |

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 Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: [lhampton@centralgatech.edu](mailto:lhampton@centralgatech.edu).

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