

# Position Announcement June 2018

**Position:** Phlebotomy Technology Instructor

**Application Deadline:** June 29

**Employment Status:** Adjunct Macon Campus

**Anticipated Start Date:** Fall Semester 2018

**Position Summary:**

Under general supervision, provides instruction to students in the Phlebotomy Technology courses. 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 will involve supervising students at various clinical sites as well as teaching some classes and labs evenings and some online classes as needed. The position may also require travel to any of the satellite locations within the College’s service area.

**Projected Work Hours / Location:**

Macon Campus and Satellite area clinical facilities. Class Hours—evenings two days per week; clinical hours will vary.

**Minimum Qualifications:**

* High School Diploma or GED.
* Current Certification as a Phlebotomy Technician by a nationally recognized organization (eg: ASCP, AMT, ASPT, NCCT).
* Two years paid full-time experience in a CLIA regulated clinical laboratory in the last 5 years.
* Effective written and verbal communication skills.
* Basic computer skills.
* Experience in evaluating personnel performance and skill levels.

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

* Associate’s degree in a Health Technology program from a regionally accredited college or institution.
* Teaching experience in a postsecondary level.

**Salary / Benefits:**

Gross Fee Per Course. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

# 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

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](mailto:cajohnson@centralgatech.edu).

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