

**Position Announcement**

**May 2017**

**POSITION:** Industrial Systems Technology Instructor

**Application Deadline:**  6/23/2017

**Projected Start Date:** Immediate

**Position Status:** Adjunct

**POSITION DESCRIPTION:** Under general supervision, provides instruction to students in the Industrial Systems 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 may involve teaching traditional day and/or evening classes or online classes and may require travel to any of the satellite locations with the College’s service area.

**PROJECTED WORK HOURS/LOCATION:** This position is projected to work the College’s normal business hours on days or evenings. Candidate should also be willing to teach evening and/or online schedule. Position could be located on the Warner Robins or Macon campus and travel to other assigned college locations as needed.

**MINIMUM QUALIFICATIONS:**

* Associate’s Degree in Industrial Systems Technology from a regionally accredited college or institution.
* Three years paid full-time, in-field work experience.
* Knowledge of Basic Electronics, Industrial Wiring, Motor Controls, VFDs, Hydraulics, Pneumatics, Mechanics, PLCs, Instrumentation, Process Controls
* Work experience to include competencies, skills and knowledge levels in the industrial systems technology instructional program.
* Occupational experience must meet the current requirements of the appropriate licensing boards for the area of instruction.

**PREFERRED QUALIFICATION:**

* Bachelor’s Degree or higher in Industrial Systems or other related programs from a regionally accredited institution
* Programmable Logic Controller
* Teaching experience at the postsecondary level.

**Salary / Benefits:**

Salary is determined by the candidate’s highest qualifying degree and related work experience. This is a 12 month, full-time position 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 application packets MUST be submitted via the Online Job Center. As part of the application process, interested candidates shall be required to upload other documents including a current resume, transcripts from all postsecondary institutions attended and licenses and/or certifications which pertain to the position. Application packets which do not contain all required information at the time of the position closing will be considered incomplete and will not be reviewed further. It is the responsibility of interested candidates to submit the required documentation. This posting will be removed from the Job Center on the date posted above. For more information concerning this position, please contact the Human Resources Office at 478-757-3449 or [hrdept@centralgatech.edu](mailto:hrdept@centralgatech.edu).

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

* **Criminal History Records check**
* **Motor Vehicle Records check**
* **Employment References**
* **Pre-employment drug test**
* **Fingerprint records check**
* **Credit history records check**
* **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(s) has been designated to handle inquiries regarding the non-discrimination policies:

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.