POSITION ANNOUNCEMENT

**POSITION:** **Adjunct Instructor, Cosmetology**

***The candidate selected for this position will serve as Adjunct Instructor of Cosmetology***

**Principal assignment: Marietta Campus.(Evening cohort 5-10 pm)**

**Employment is with Chattahoochee Technical College, not with a specific campus.**

**POSITION DESCRIPTION**: Under supervision of the Associate Dean of Professional Services/Design, the instructor will be responsible for providing guidance and instruction necessary to prepare students with the technical competencies essential to work in the area of Cosmetology. The instructor will perform all aspects of instruction for the Cosmetology diploma program. Duties include: lecture, lab, instructional activities, student advisement, evaluating students’ progress, maintaining all required documentation, performs, and/or supervises lab set up/take down and ensures lab safety requirements and other duties as defined by The Technical College System of Georgia.

**NOTE: Adjunct Instructor positions are temporary, part time positions of employment appointed on a per academic term basis. Therefore, your employment is limited and there is no expectation that your association with Chatt Tech will extend beyond this term.**

**MINIMUM QUALIFICATIONS:**

* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.
* Current GA Master Cosmetologist License
* Current GA Master Cosmetologist Instructor License OR qualified to take the GA Cosmetologist Instructor License

**PREFERRED QUALIFICATIONS: *(In addition to the minimum qualifications)***

* **Three or more years of industry experience**

**SALARY/BENEFITS:** $23.50/hourly rate. There are no State benefits

**APPLICATION PROCEDURE**: APPLY ONLIINE at <https://www.easyhrweb.com/JC_Chattahoochee/JobListings/joblistings.aspx>. For a complete file, fill out an online application, upload cover letter, resume, and include three professional references’ contact information.  Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted.  Following screening, candidates may be asked to submit further documentation. If conditional offer of employment is made, applicant may be subject to drug and/or alcohol testing appropriate to the position.

Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**RESPONSE DEADLINE:** Open until position is filled. Screening will begin immediately.

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:** Until Filled

**EMPLOYMENT POLICY:**

*Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.*

*As set forth in its student catalog, Chattahoochee Technical College 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: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,* *Shanequa.Warrington@chattahoocheetech.edu* *and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or* *Caitlin.Barton@chattahoocheetech.edu**.*

***A Unit of the Technical College System of Georgia***