## POSITION ANNOUNCEMENT

**POSITION:** **Drafting Adjunct Instructor**

***Principal assignment: North Metro Campus or online***

**POSITION DESCRIPTION**: Under supervision of the Associate Dean of Computers, Manufacturing and Engineering, the instructor will be responsible for providing guidance and instruction necessary to prepare students with the fundamental concepts of drafting and CAD. Duties include assisting students in both coursework and lab works in the following areas: basic to intermediate CAD commands, geometric construction, apply and edit text, template creation and utilization and other duties as defined by The Technical College System of Georgia.

**NOTE: Adjunct faculty positions are temporary, part time positions of employment appointed on a per academic term basis.**

**MINIMUM QUALIFICATIONS:**

* Bachelors in Engineering or Design field OR Diploma in Drafting AND Bachelor’s in related field.
* CAD software knowledge and skills.

**Preferred Qualifications:**

* Autodesk Inventor Professional software and Parametric Modeling knowledge and skills

**SALARY/BENEFITS:** ($2000- $2700)Salary varies depending on the course level taught. There are no State benefits

* 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 filled, multi-hire

**ANTICIPATED OFFICIAL EMPLOYMENT DATE:** August

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY at [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “me@Chatt Tech” then “Jobs and Careers at Chatt Tech.”   For a complete file, fill out an online application, upload cover letter, resume, and transcripts 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.

**EMPLOYMENT POLICY:** *Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling*[*(404) 679-4500*](tel:(404)%20679-4500)*, or by using information available on SACSCOC’s website (*[*www.sacscoc.org*](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%3D&reserved=0)*). 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*](mailto: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*](mailto:Caitlin.Barton@chattahoocheetech.edu)*.*

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