## POSITION ANNOUNCEMENT

**POSITION:** **Adjunct Instructor, Film & Video Production Technology**

***The candidate selected for this position will serve as Adjunct Instructor of Film & Video Production Technology. Principal assignment: Mountain View Campus.* Employment is with Chattahoochee Technical College, not with a specific campus.**

**POSITION DESCRIPTION**: Adjunct Instructor reports to the Associate Dean of Public and Professional Services/Digital Media Technologies and the Dean of Business and Technical Studies. 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 Film & Video Production Technology. The instructor will perform all aspects of instruction for the Film & Video Production Technology diploma/degree 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.

**MINIMUM QUALIFICATIONS:**

* Associate degree in Media Production or highly related field with coursework or experience in area taught

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

* ***A preference is given to applicants having a Bachelor’s degree***
* ***Three or more years of industry experience***

**SALARY/BENEFITS:** Salary varies depending on the course taught. There are no State benefits

**APPLICATION PROCEDURE**: APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.”  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: Spring Semester 2021**

**EMPLOYMENT POLICY 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).  This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment & Opportunity Act of 1998 (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 South Cobb Dr, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or Shanequa.Warrington@chattahoocheetech.edu and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A100, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu

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