**POSITION ANNOUNCEMENT**

**POSITION:** Human Communication/ Speech Instructor

**POSITION DESCRIPTION**: Under supervision of the Associate Dean of English and Humanities and Dean of Arts and Sciences, performs all aspects of instruction for academic Communication and Speech courses; develops course syllabi, goals, and objectives; evaluates students' progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports; attends staff development training, workshops, seminars and conferences; assists in academic support services, including advisement and tutoring. Serves on college committees, participates in community service activities, and/or participates in college initiatives; meets with students, staff members, and other educators to discuss students' instructional programs and other issues; assists with recruitment, retention and job placement efforts. Candidate may be required to provide instruction on multiple campuses, online, as well as high school campus locations. This position is a full time 12 month position with an expected course load of six courses during the Fall and Spring semesters and a five course load during the Summer semester.

**MINIMUM QUALIFICATIONS:**

* Educational Level: Master’s degree in Communication OR Master’s degree in related field with 18 graduate semester hours in Communication, Speech or Public Speaking related coursework.
* One year of teaching experience in a post-secondary institution, preferably in a fulltime position
* Excellent written and oral communications skills along with excellent computer skills
* Experience teaching online courses with an LMS such as Blackboard, D2L, or Canvas.

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

* PhD in Communications or Speech
* Three years of teaching experience in a post-secondary institution, preferably in a fulltime position.
* Experience teaching using Blackboard for both onsite and online classes.

**SALARY/BENEFITS:** $58,000 annual salary. Benefits include: paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. 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.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Contact Us” then “CTC Jobs.” For a complete file, fill out an online application, upload cover letter, resume, transcripts and include three professional references’ contact information on the application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled

**ANTICIPATED EMPLOYMENT DATE:** 01/02/2024

**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 “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@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.***