## POSITION ANNOUNCEMENT

**POSITION:** Air Conditioning Technology Adjunct Instructor

Principal assignment: Marietta, Canton or Bartow County College Career Academy Campus Locations

**POSITION DESCRIPTION**: Part-time position available as Adjunct faculty.

Part-time position based on semester system. Under supervision of the Technical Studies & Engineering Technologies Associate Dean 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 for the Air Conditioning industry. The adjunct instructor will perform all aspects of instruction as an adjunct instructor for the Air Conditioning Technical Certificate of Credit (TCC) and/or 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 faculty positions are temporary, part time positions of employment appointed on a per academic term basis.

**MINIMUM QUALIFICATIONS:**

* Educational Level: This position requires a minimum of a Diploma in Air Conditioning from a Technical or Community College.
* Two years industry experience and/or relevant training and certifications are preferred.
* Applicant must meet the minimum requirements before scheduling an interview.
* Applicant is responsible for ensuring official/unofficial transcripts are on EZHr.

**PREFERRED QUALIFICATIONS:**

* A preference is given to applicants having an Associate Degree in a related field.
* A preference is given to applicants with a State of Georgia Conditioned Air licenses.

**SALARY/BENEFITS:** **Salary based per hour or dependent on course 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.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “me@Chatt Tech” then “Jobs and Careers at Chatt Tech.” Fill out an online application and upload resume, cover letter, and related licenses/certificates. 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, including official college transcripts.

**RESPONSE DEADLINE:** Opened until filled, Multi hire

**ANTICIPATED EMPLOYMENT DATE:**  Open ended

**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, or by using information available on SACSCOC’s website ([www.sacscoc.org](http://www.sacscoc.org)).

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***