## POSITION ANNOUNCEMENT

**POSITION: Occupational Therapy Assistant Adjunct Instructor – Developmental Tasks**

**POSITION DESCRIPTION: Part-time position**

Adjunct faculty responsibilities are centered on instruction and evaluation of student-written, verbal, and demonstrated practical skills performance in the classroom and program lab at the college’s Canton Campus.

**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:**

* Holds current OTA or OT national certification/license in state of Georgia
* Holds Associate Degree for OTA or Bachelor Degree for OT
* Strong interpersonal, communication, and digital literacy skills
* At least one year experience as an OTA and strong skills in the delivery of occupational therapy including standardized assessments, various practice settings, selecting interventions,
* Availability between the hours of 8AM and 5 PM on Tuesdays at the Canton campus of Chatt Tech
* Experience with Blackboard, WebEx, Microsoft Office Suite, and self-recording presentation material preferred

**SALARY/BENEFITS: $2800. There are no State Benefits.**

**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, unofficial transcript, and cover letter. 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 college transcripts.

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**

**ANTICIPATED EMPLOYMENT DATE: Fall Semester 2025**

**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%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%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 “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.***