

**Position Announcement**

## Associate Degree Nursing Instructor-Adjunct

Columbus Technical College is seeking an individual to serve as an adjunct Instructor in our Associate Degree of Nursing Department. This individual will be responsible for classroom, laboratory and/or clinical instruction. This individual will also be responsible for preparation of lesson plans for classroom, lab and the clinical setting. In addition, the individual will be required to attend intradepartmental nursing meetings as necessary, evaluate student progress in attaining goals and objectives; attend staff development training, workshops, seminars, and conferences, and ensure all safety and security requirements are met in trainings. **This position is part-time/non-exempt.**

**Responsibilities:**

* Instruct students in the Associate Degree of Nursing program
* Follow state standards in developing program and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives
* Request and maintain supplies and equipment
* Develop teaching methods and maintain management procedures and documentation
* Meet with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students
* Ensure safety and security requirements are met in the training areas
* Respond in a timely manner to administrative requests
* Assist with recruitment, retention, and job placement efforts
* Maintain program certification requirements, as appropriate
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision and evaluation skills
* General Computer knowledge (Microsoft Word, Excel)
* Involvement in professional activities/organizations
* Attend departmental and college meetings
* Other job related duties as assigned

**Minimum Qualifications**

* Bachelor degree in Nursing from an accredited college or university
* Three years of work experience in nursing within the last seven (7) years
* Current Georgia RN License
* BLS certification

**Preferred Qualifications**

* Master degree from an accredited college or university
* Teaching experience in nursing at a college or university

**Salary/Benefits**

Salary is commensurate with education and experience.

**Application Deadline**

This position is available until filled. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter, resume, and copy of official transcript(s) at time of application (Incomplete submissions will not be considered).**Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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 Act of 1998 (WIA) 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 Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.