

**Position Announcement**

## Carpentry/Cabinetmaking Program- Adjunct Instructor

Columbus Technical College is seeking an individual to serve as a Part-time Adjunct Instructor in our Carpentry & Cabinetmaking Department. This individual will be responsible for general supervision, preparation of lesson plans for classroom and lab hands on instruction. This position also requires evaluation of 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/exempt.**

**Responsibilities:**

* Instruct students in carpentry skills
* Follow state standards in developing program and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives
* Request and maintain supplies, tools, and equipment, and prepare budget requests
* 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
* 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)
* Other job related duties as assigned

**Minimum Qualifications**

* Diploma in Carpentry or Cabinetmaking or related field from an accredited college or technical institution
* Minimum of 3 years’ work experience in the Carpentry or Cabinetmaking field
* Basic Computer Skills

**Salary/Benefits**

Pay is $17 per hour, no benefits

**Application Deadline**

Position available until January 30, 2019. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Careers, and upload a cover letter, resume, and copy of official transcript(s) at time of application (Incomplete submissions will not be considered). **\*\*Please note: All references will be checked prior to employment offer. Post offer requirements will include a criminal background check and motor vehicle records check. \*\***

**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 persons have been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Madelyn Brown, Title IX Coordinator, at 706.649.1870 and Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442.