

**Position Announcement**

## Cosmetology Adjunct Instructor

Columbus Technical College is seeking an individual to serve as an Adjunct Instructor for our Cosmetology program. This individual is responsible for maintaining a clean and safe teaching environment, developing curriculum and daily preparation for classroom and lab instruction. This position requires evaluation of student progress in attaining goals and objectives; encourage work ethics in training, attend staff development training, workshops, seminars, and conferences, and ensure all safety, environmental and security requirements are met in trainings. **This position is part-time/exempt.**

**Responsibilities:**

* Instruct students in all areas of Cosmetology
* Evaluate student’s progress and prepare them for State Board exams
* Request and maintain inventory, supplies and equipment
* 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
* Follow state standards in the development of program and course outlines, goals and objectives
* Track student’s progress for student learning outcomes
* Incorporate work ethics into the student culture
* Maintain accurate and timely attendance, grade, and program related records
* Develop teaching methods that improve instruction and meet the different student learning styles
* Ensure safety and security requirements
* Assist in developing goals and objectives for program improvements
* Assist with recruitment, retention, and job placement efforts
* Contribute to the writing of accreditation and assessment reports.
* Complete other duties as assigned

**Minimum Qualifications**

* Georgia State Board of Cosmetology Master License \*and\* completion of comparable cosmetology courses
* A minimum of three years recent in field work experience as a Cosmetologist or cosmetology instructor

**Preferred Qualifications (In addition to the minimum qualifications)**

* Georgia State Board of Cosmetology Instructor License
* Georgia State Board of Esthetics Instructor License
* A degree from an accredited college or university

**Salary/Benefits**

Pay rate is $17 per hour

**Application Deadline**

Applications accepted through August 20, 2019. Applicants must submit a Columbus Technical College employment application online at: <https://www.easyhrweb.com/JC_Columbus/JobListings/JobListings.aspx> and upload a cover letter, resume and copy of 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: Henry Gross, Title IX Coordinator, at 706.649.1883 and Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442.