

**Position Announcement**

## Mathematics Instructor-Full-Time

Columbus Technical College is seeking an individual to serve as a full-time instructor for Mathematics. Under general supervision, this individual will prepare lesson plans for classroom instruction; evaluate students’ progress in attaining goals, objectives, and student learning outcomes. **This position is full-time/exempt. Start Date: May 1, 2019**

**Responsibilities:**

* Prepares and delivers lecture and/or lab course material;
* Prepares lesson plans for classroom instruction for general core courses;
* Evaluates students’ progress in attaining goals and objectives;
* Prepares and maintains all required documentation and administrative reports;
* Displays a high level of effort and commitment to performing work;
* operates effectively within the organizational structure;
* demonstrates trustworthiness and responsible behavior;
* Accepts direction and feedback from supervisor and follows through appropriately;
* Assists with recruitment retention and job placement efforts;
* Actively participates in the retention efforts of the school;
* Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for when or when absent; observes provisions of Fair Labor Standards Act; uses work time appropriately;
* Performs other duties as assigned in the fulfillment of the needs, philosophy, and purpose of Columbus Technical College

**Minimum Qualifications**

* A Master’s Degree from an accredited institution in Mathematics

-OR-

* A Master’s Degree from an accredited institution with a concentration in the teaching discipline (minimum 18 graduate semester hours or 27 graduate quarter hours required in Mathematics).

**Preferred Qualifications**

In addition to the minimum qualifications, one or more years of experience with instruction in a postsecondary setting.

**Salary/Benefits**

Salary is in the 40’s and commensurate with education and experience. Benefits include state holidays, annual leave, and sick leave, State of Georgia Retirement, Health and Flexible Benefits Program.

**Application Deadline**

Applications accepted through March 28, 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: Madelyn Brown, Title IX Coordinator, at 706.649.1870 and Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442.