

**Position Announcement**

## Microbiology Instructor – Full-time

Columbus Technical College is seeking an individual to serve as an instructor for Microbiology in the General Education Division. Under general supervision, this individual will prepare lesson plans for classroom instruction, and evaluate students’ progress in attaining goals, objectives, and student learning outcomes. This position requires day, afternoon, and evening instruction. **This position is full-time/exempt.**

**Responsibilities:**

* Ensures adherence to technical college and safety requirements in classrooms and labs by following established procedures.
* Correctly assesses the educational needs and class progress of students.
* Selects and obtains appropriate educational materials for courses.
* Prepares reports on the current status of students in the program indicating whether performance is aligned with performance indicators, program goals and progress schedule.
* Ensures consistency in syllabi, lesson plans, tests, and other appropriate materials.
* Prepares appropriate curricula, including non-traditional content and methods to achieve objectives and goals of students.
* Student advisement
* Participation in program committees
* Proficient with current applications in computer technology; Word, Excel, etc.

**Minimum Qualifications**

* A Master’s Degree from a regionally accredited college or university in the Microbiology

-OR-

* A Master’s Degree from an accredited institution with a minimum 18 graduate semester hours or 27 graduate quarter hours in Microbiology (not education courses).

**Preferred Qualifications**

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

**Salary/Benefits**

Salary is 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 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.