

**Position Announcement**

## Political Science Adjunct Instructor

Columbus Technical College is seeking an individual to serve as an adjunct instructor in our Political Science department. 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 is part-time/exempt.**

**Responsibilities:**

* Prepares lesson plans for classroom instruction for general core courses
* Organize and conduct classes using a variety of learning experiences and activities
* Demonstrate a positive attitude toward students
* Demonstrate current and comprehensive knowledge of the subject areas to be taught
* Accurately and timely submit required reports
* Evaluates students’ progress in attaining goals and objectives
* Communicates students’ progress to student and appropriate personnel and according to established guidelines
* Accurately records pertinent information in students’ records as required
* Prepares and maintains all required documentation and administrative reports
* Complies and submits reports in a timely manner
* 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 such as Word and Excel

**Minimum Qualifications**

* A Master’s Degree in Political Science from a regionally accredited college or educational institution.

-OR-

* A Master’s Degree from a regionally accredited college or educational institution and a minimum of 18 graduate semester hours or 27 graduate quarter hours in Political Science.

**Preferred Qualifications**

In addition to the minimum qualifications, one or more years’ teaching experience.

**Salary/Benefits**

Pay is $22 per hours with no benefits.

**Application Deadline**

Applications accepted through January 30, 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.