

**Position Announcement**

## Pre-Engineering Part-time Instructor

Columbus Technical College is seeking an individual to serve as a Part-time Instructor for our Pre-Engineering Program. This individual will be responsible for general supervision, preparation of lesson plans for classroom and lab 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 is a part-time/non-exempt position.**

**Responsibilities:**

* Instruct students in Pre-Engineering skill areas;
* Following state standards in the development of program and course instructional outlines, goals and objectives;
* Developing daily lesson plans;
* Evaluating and recording students’ progress in attaining goals and objectives’;
* Incorporating work ethics into the student culture;
* Maintaining accurate and timely attendance, grade, and program related records;
* Developing teaching methods to improve instruction and to meet different student learning styles;
* When needed meeting with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of students;
* Ensuring safety and security requirements and instruction are met in the lab training areas;
* Maintaining equipment with planned periodic service and maintenance;
* Requesting and maintaining supplies, tools, and equipment, and help preparing budget requests
* A working knowledge of CAD and SolidWorks software
* Proficiency with Microsoft Office products
* Excellent management and organizational skills
* Strong oral and written communication skills
* Able to work flexible hours

**Minimum Qualifications**

* Academic requirement:
	+ Master’s Degree in Engineering from an accredited institution in one or more of the following: Mechanical Engineering, Industrial Engineering and/or Electrical Engineering.
* Must have at least three years of in-field, full-time work experience in mechanical, industrial, and/or electrical engineering.
* Must have working knowledge of CAD and SolidWorks software

**Preferred Qualifications**

* Three years’ teaching experience
* Professional Engineer, P.E., license

**Salary/Benefits**

Salary is commensurate with education and experience.

**Application Deadline**

Position is available until filled. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter, resume, and copy of official transcript(s) at time of application (Incomplete submissions will not be considered). **Background check is required.**

**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 person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.