

**Position Announcement**

## Surgical Technology Adjunct Instructor

Columbus Technical College is seeking an individual to serve as an adjunct Instructor in the Surgical Technology program. This individual will be responsible for classroom, laboratory and clinical instruction. This individual will also be responsible for preparation of lesson plans for classroom, lab and the clinical -setting. **This position is part-time/exempt.**

**Responsibilities:**

* Instruct students in the Surgical Technology Division
* Follow state standards and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives
* Develop teaching methods and maintain management procedures and documentation
* 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
* Respond in a timely manner to administrative requests
* Assist with recruitment, retention, and job placement efforts
* Maintain program certification requirements, as appropriate
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision and evaluation skills
* General Computer knowledge (Microsoft Word, Excel)
* Other job related duties as assigned

**Minimum Qualifications**

* Associate Degree in Surgical Technology
* Current Certified Surgical Technologist (CST) Certification, from an accredited agency.
* Current American Heart Association CPR Card
* Proficient with current applications in computer technology

**Preferred Qualifications**

* Teaching experience at college level within the area of Surgical Technology

**Salary/Benefits**

Salary is commensurate with education and experience

**Application Deadline**

Applications accepted through January 31, 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.