

**Position Announcement**

## Welding & Joining Technology Program Full-time Technical Instructor

Columbus Technical College is seeking an individual to serve as a Full-time Technical Instructor in our Welding and Joining Department. This individual will be responsible for general supervision, preparation of lesson plans for classroom and lab hands on 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 full-time/exempt position.**

**Responsibilities:**

* Instruct students in welding and joining technology skill areas
* Follow state standards in developing program and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives
* Request and maintain supplies, tools, and equipment, and prepare budget requests
* 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
* Contribute to the writing of accreditation and assessment reports
* General Computer knowledge (Microsoft Word, Excel)
* Other job related duties as assigned

**Minimum Qualifications**

* Academic requirement:
	+ An Associate Degree from an accredited college or university

-OR-

* + Diploma in Welding & Joining Technology from an accredited college or technical institution
* Minimum of 3 years work experience in the welding field
* Blue Print Reading Capabilities

**Preferred Qualifications**

* American Welding Society Certification
* Work experience in pipe welding

**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**

For consideration, applications should be received by September 4, 2018. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Careers, and upload a cover letter, resume, copy of official transcript(s), and copies of any certifications, if any, 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.