

**Office of HUMAN RESOURCES** 495 N. Indian Creek Dr. ⋅ Clarkston, GA 30021 ⋅ 404/297-9522 Ext. 1190 ⋅ FAX# 404/298-3601

POSITION ANNOUNCEMENT

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| POSITION: | Accounting adjunct instructor |
| PRIMARY LOCATION: | **DeKalb/Newton/South DeKalb Campuses and/or Participating Area High Schools/Online** |
| DESCRIPTION: | Under general supervision, will provide instruction to students in the Accounting program.  This position requires teaching responsibilities of credit courses within the School of Business & Computer Information Systems. Instruction will include both lecture and laboratory activities and may involve internet classes. The instructor must possess the ability to teach all phases of the program curriculum to adults or high school students participating in college-level classes at the college or at participating area high schools. The instructor will report to the School Dean.  Part-time opportunities become available periodically for the Georgia Piedmont Technical College, School of Business & Computer Information Systems. We are accepting applications to build a resource pool of qualified part-time instructors on a continuous basis. This list does not necessarily mean a position is currently available. Your application will be reviewed at the time vacancies occur. |
| ESSENTIAL JOB RESPONSIBILITIES: | To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required.   * Demonstrates the use of appropriate teaching techniques * Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record-keeping required * Understands and is experienced in practices and procedures in the Accounting field * Follows approved course syllabi * Completes all documentation related to assigned courses in a timely manner * Maintains an accurate inventory of all assigned property   Day, evening and online classes may be available based on scheduling needs. |
| **MINIMUM QUALIFICATIONS:** | A degree from an accredited college or university \* and\* completed courses comparable with the curriculum taught \*OR\* experience/expertise in the area of curriculum taught. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.  **All applicants must complete an online application, upload resume, unofficial transcripts, and cover letter. Official Transcripts are required within 60 days of employment.**  **Background screenings are conducted prior to employment.**  **NOTE: UNOFFICIAL TRANSCRIPT(S) MUST BE PROVIDED AT THE TIME OF INTERVIEW.** |
| **PREFERRED**  **QUALIFICATIONS:** | Master’s Degree in accounting or in a related academic area with 18 graduate hours in accounting from a nationally or regionally accredited college or university. The ideal candidate will hold a Georgia CPA certificate or have passed all four sections of the Uniform Certified Public Accountant examination and be eligible for a certificate by the Georgia Board of Accountancy upon completion of work experience. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.  Experience in teaching/advising/mentoring college-level students with broad, diverse backgrounds is desired. Knowledge of Angel (learning Management System) is desirable.  **NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL. APPLICANTS MUST MEET BOTH THE MINIMUM AND THE PREFERRED QUALIFICATIONS TO BE CONSIDERED FOR THIS POSITION**. |
| **salary/benefits:** | Salary is dependent on field and credentials for all Adjunct Faculty postings. Adjunct Faculty are temporary positions, scheduled based on class needs of the college. Adjunct Faculty will generally sign assignment acknowledgements which cover a single term at a time, and employment is not guaranteed. Adjunct faculty members do not receive benefits and are scheduled as needed. Adjunct Faculty work on a per-term basis, therefore future courses are not assured. Georgia Defined Contributions and taxes will be deducted. |
| TO APPLY: | Click on the following link: <https://www.easyhrweb.com/JC_GPTC/Job%20Listings/JobListings.aspx> |

***As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).***

***Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager for next steps in the selection process. Applicants who are not selected will receive an email notification***

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| ***\* Equal Employment Opportunity (EEO) Compliance Officer, Title IX Coordinator***  ***Sadie Washington, Director, Human Resources***  ***495 North Indian Creek Drive (Rm 157-A)***  ***Clarkston, GA 30021***  ***404-297-9522, Ext. 1210*** | ***\* ADA/504 Coordinator***  ***Candice Buckley, Dean, Student Affairs***  ***495 North Indian Creek Drive***  ***Clarkston, GA 30021***  ***(404) 297-9522, Ext. 1111*** |
| ***\* Special Populations/Equity Coordinator***  ***Nathan Gholston***  ***495 North Indian Creek Drive***  ***Clarkston, GA 30021***  ***(404) 297-9522, Ext. 1154*** |  |

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