



Adjunct Instructor of Biology

Part Time

Online

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adjunct Instructor of Biology to teach **asynchronous online courses**. Specific teaching schedules will be determined by the Dean of General Education. This position requires faculty to use the Blackboard Ultra Learning Management System throughout a term.

Duties/Responsibilities:

- Provides professional instruction based on approved course syllabus. Ensures that desired course outcomes meet the stated objectives
- Prepares curriculum and syllabus for coursework taught
- Evaluates students' progress in attaining goals and objectives
- Administers and grades class examinations
- Maintains records of student attendance and grades
- Attends in-service training, workshops and seminars, as needed
- Maintains program certification requirements
- Ensures safety and security requirements are met in the training areas
- Assists with recruitment, retention and job placement efforts
- Meets with students, staff members, supervisors, as needed
- Other duties as assigned

Competencies:

- Skill in developing lesson outlines and materials
- Knowledge of vocational area of assignment
- Skill in presenting subject matter
- Skill in administering tests to evaluate progress
- Skill in the use of computers and job-related software programs
- Skill in interpersonal relations and in dealing with adult learners
- Oral and written communication skills
- Knowledge of student information

Minimum Qualifications:

Master's Degree in **Biology** OR related field (MUST include at least 18 graduate semester hours of **Biology** classes).

Preferred Qualifications:

Teaching experience at a Technical College System of Georgia (TCSG) college. Teaching experience in an online setting. Blackboard Ultra Certification. Three (3) years' work experience in the last seven (7) years. Excellent organizational, communication, and interpersonal skills.

Other Requirements:

Internet access sufficient for online instruction. Computer access with the ability to connect to

GNTC servers.

Salary: paid by lumpsum semi-monthly based upon contact hours

Benefits: If this is a part-time position, no benefits are available.

Application Deadline: Open until filled.

Application Process: All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.