



**Computer Information Systems
Adjunct Instructor
Part Time
Multiple Campus Locations**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Computer Information Systems Adjunct Instructor. The applicant must have a schedule that allows for either teaching day, evening, and/or online courses and may be required to travel to multiple campuses to meet operational requirements. This position will report to the Dean for Business and Public Service Technologies. May be required to travel to other campuses to meet operational requirements.

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

Required Qualifications:

Master's degree in CIS, IT, or CS with work experience in field OR Related Master's degree with 18 graduate hours in field and work experience in field.

Preferred Qualifications:

Post-Secondary Teaching Experience. Nationally recognized certifications.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

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

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.