



**Biology Instructor
Full-Time Positions
Whitfield Murray Campuses**

Georgia Northwestern Technical College is seeking qualified candidates for the position of a Full-time Biology/Anatomy and Physiology instructor for our Whitfield Murray Campus and may be required to travel to other campuses to meet operational requirements. Specific teaching schedules and times will be determined by the Dean of General Education.

Duties/Responsibilities:

- Develops program and course outlines, goals and objectives;
- Prepares lesson plans for classroom instruction for credited technical/occupational courses;
- Evaluates students' progress in attaining goals and objectives;
- Requests and maintains supplies and equipment and prepares required budget requests;
- Maintains program certification requirements, as appropriate;
- Prepares and maintains all required documentation and administrative reports;
- Ensures safety and security requirements are met in the training area;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students;
- Assists with recruitment, retention and job placement efforts; and
- Other duties as assigned.

Competencies:

- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards
- Knowledge of the college's academic programs
- Skill to work cooperatively with students, faculty and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

Required Qualifications:

Master's degree or higher in Biology or a related master's degree or higher with 18 graduate semester hours in Biology (BIOL) courses.

Preferred Qualifications:

Teaching experience at a Technical College System of Georgia (TCSG) college. Teaching experience in online and hybrid classes. Blackboard certification. Three years' work experience in the last seven years. Excellent organizational, communication, and interpersonal skills.

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: \$ 57,000 - \$60,000

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 reference contact information, and transcripts if applicable. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with our college. 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

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.