



## **Industrial Systems Adjunct Position Part Time Floyd County Campus**

### **Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Industrial Systems Program Adjunct Instructor to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. In addition, the successful applicant will advise students in the Industrial Systems Program and participate in institutional activities.

### **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:**

Associate degree or diploma in Industrial Systems, or specialized/related training with an emphasis on demonstrated competencies and achievements. Three years paid work experience in-field within the past seven years. Work experience must include the competencies, skills and knowledge levels included in the Industrial Systems instructional program. Excellent organizational, communication, and interpersonal skills.

**Preferred Qualifications:**

Bachelor Degree in related discipline. Post-Secondary Teaching experience, curriculum development, and program recruitment experience in a two-year college environment. Excellent technology and classroom management 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:** 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, paid parental 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/](http://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**

Georgia Northwestern Technical College does not discriminate on the basis of race, color, creed, 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](mailto:ebarksdale@gntc.edu).