



Mathematics Adjunct Instructor
Part Time
All Campuses

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Mathematics Adjunct Instructor to be located for all campuses. Specific teaching schedules will be determined by the Dean of General Education. This position will teach diploma-level mathematics and will be required to use the Blackboard Ultra Learning Management System throughout the term. This position 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 diploma-level mathematics courses
- 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:

Bachelor's Degree in Math, Math Education, Middle Grades Education, or related field.

Preferred Qualifications:

Master's Degree in related field. 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 teaching diploma-level math (e.g., MATH 1012: Foundations of Mathematics) in higher education. Excellent organizational, communication, and interpersonal skills.

Other Requirements:

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

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, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

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.