



POSITION ANNOUNCEMENT
Adjunct Adult Education Instructor

CAMPUS: Broken Shackle Ranch

STATUS: Part Time/Exempt

DUTIES: The Adjunct Adult Education Instructor provides instruction in academic areas (Reading, Language Arts, and Mathematics) for assigned students. Instruction is according to the individual needs of the participant. For those students who demonstrate readiness for GED testing, instruction includes Reading/Language Arts, Mathematics, Science, and Social Studies. Regular schedule will be Tuesday and Thursday 8:45 a.m. - 4:45 p.m. The position may also involve day and evening hours and may require travel to satellite locations. The Adult Education Instructor reports directly to the Dean of Adult Education.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field.

COMPETENCIES: Skill in the use of computers and job related software. Skill in oral and written communication. Skill in interpersonal relations. Ability to adapt instructional material to fit all learning styles. Ability to maintain accurate records. Knowledge of effective instructional methods for adult learners. Knowledge of community needs within Service Delivery Area.

SALARY/BENEFITS: \$21/hour. Part-time funded 100% with Federal and State grant money. The Adult Education award has been approved for 3 years.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under **Employment Opportunities**. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered.

Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator - Sharon J O'Neal, 478.553.2056

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274-7643 or 478-553.2124