



## **POSITION ANNOUNCEMENT**

### **Adjunct Adult Education Instructor**

**CAMPUS:** Glascock/Jefferson

**STATUS:** Part Time/Exempt

**DUTIES:** The Adjunct Adult Education Instructor provides instruction in academic areas (reading, writing, English, mathematics) for assigned adult students. Instruction is according to the individual needs of the participant. For those students who demonstrate readiness for GED testing, instruction includes writing, social studies, math, English, and reading. Position may involve day and evening hours and may require travel to satellite locations. Schedule will be set by location needs. The Adult Education Instructor reports directly to the Dean of Adult Education.

**MINIMUM QUALIFICATIONS:** Bachelor's degree

**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:** \$22/hour. Part-time funded 100% with Federal and State grant money. Maximum of 19 hours per week with normal working hours being determined by supervisor.

\*\*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](http://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 -**

Equal opportunity and decisions based on merit are fundamental values of 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.

Oconee Fall Line Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and

oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator – Jennifer Todd, 478/553-2098

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643