



## **POSITION ANNOUNCEMENT**

### **Adjunct Commercial Truck Driving Instructor**

**CAMPUS:** All Campuses

**STATUS:** Part-Time

**DUTIES:** Under general supervision, will provide instructional supervision to students in the Commercial Truck Driving program at Oconee Fall Line Technical College. Demonstrates the use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record-keeping required. Demonstrates the effective use of oral and written communication skills. Demonstrates knowledge of current in-field procedures. Follows approved course syllabus. Completes all reports, records and invoices in a timely manner and maintains an accurate inventory of all assigned properties. Position will involve day and evening hours and may require travel to other locations.

**MINIMUM QUALIFICATIONS:** High School Diploma/GED. Applicants must have completed a commercial truck driver training program, have a current and valid Commercial Driver's License, recent DOT physical, and a violation free MVR for the past 7 years. Preference will be given to applicants with 3-5 years of over-the-road experience as well as experience with commercial driver training/safety programs.

**COMPETENCIES:** Competencies, skills and knowledge levels required for Commercial Truck Driving instruction. Skills to work cooperatively with students, faculty and staff. 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.

**SALARY/BENEFITS:** Salary is commensurate with education and experience. Adjunct positions are temporary part-time, based on student enrollment and do not include benefits or a promise of future full-time employment.

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

#### **APPLICATION INSTRUCTIONS:**

**Position is open immediately and will remain open 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 -***

*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 – Rosemary Selby, 478.553.2055**

**Title IX Coordinator - Janet Smith, 478.274.7836**

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