



POSITION ANNOUNCEMENT

Business & Industry Services Instructor

CAMPUS: Sandersville

STATUS: Full Time Exempt

DUTIES: Under minimal supervision, provides instruction and facilitates basic safety training for the Business and Industry Services Department. Training may include MSHA New Miner A, B & C; MSHA Annual Refresher; MSHA Medic First Aid; Respiratory Fit Testing; OSHA Forklift Safety; OSHA 10-hour and 30-hour; Confined Space Training; AHA courses; ServSafe; and other safety programs as required by the Business and Industry Services Training Schedule.

Prepares lesson plans and instructional materials for classroom and hands-on training. Develops course and program outlines, goals, and objectives. Evaluates student progress and maintains program certification requirements as applicable. Prepares and maintains required documentation and administrative reports. This position reports directly to the Director of Safety Programs and Business and Industry Services. A flexible schedule is required, including some evening and weekend classes. Overnight travel is expected.

MINIMUM QUALIFICATIONS: High school diploma or GED required, and a minimum of five (5) years of experience in mining or a related major industrial field (e.g., manufacturing, construction, utilities, or similar work environments). Preference will be given to candidates who currently possess Mine Safety Instructor Certification and Part 48 (Blue Card), OSHA 10-hour and 30-hour certifications, and Medic First Aid training certification. Applicants who do not currently hold these credentials must be willing to obtain them, as well as additional certifications required to support departmental training objectives.

COMPETENCIES: Competencies, skills and knowledge levels required for Electronics/Mechatronics instruction. Skill to work cooperatively with students, faculty, and staff. Skill to make timely decisions. Skill in the operation of computers and job-related software programs. 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. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****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 -

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