



## **POSITION ANNOUNCEMENT**

### **Lab Assistant -- Welding**

**CAMPUS:** Jefferson Center

**STATUS:** Part-time

**DUTIES:** Under general supervision, will provide instructional supervision to students in the Welding Program. 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 may involve day and evening hours and may require travel to satellite locations.

**MINIMUM QUALIFICATIONS:** High school diploma or GED and 3 years of in field experience. Preferred applicant will have a welding diploma from a technical college **\*AND\*** three (3) years' experience in field.

**COMPETENCIES:** Work experience must include the competencies, skills and knowledge levels required for the subject matter being taught for learning support (remedial) and general education areas. Experience as an instructor/teacher in a secondary or postsecondary setting is preferred. Must demonstrate effective written and verbal communication skills. Must possess and maintain appropriate professional credentials required for or related to field.

**SALARY/BENEFITS:** \$12.00/hour This position is temporary part-time, based on student enrollment and does not include benefits.

**\*\*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 -**

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**