

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Accounting Instructor (Part-time)** | |
| **POSITION DESCRIPTION:**  Under general supervision, prepares lesson plans and develops course syllabi, goals and objectives. Evaluates students' progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports. Ensures safety and security requirements are met in the training area. Meets with students, staff members and other educators to discuss students' instructional programs and other issues. Assists with recruitment, retention and job placement efforts. | | |
| **MINIMUM QUALIFICATIONS:**   * A Master’s degree in Accounting or a Master’s degree in a related field with 18 semester hours in Accounting or related courses from a regionally accredited college or university | | |
| **PREFERRED QUALIFICATIONS:**   * One year paid work experience in-field within the past seven years * Teaching experience in higher education * Experience with instruction, instructional methodologies, evaluation and assessment, and active participation in appropriate professional/occupational organizations. | | |
| **SALARY:** Commensurate with qualifications. | | |
| **APPLICATION DEADLINE:**  Open Until Filled | | |
| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).  The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Kelli Waters, Student Activities and Special Populations Coordinator, Office: 340, Phone: 912.871.1885, [kwaters@ogeecheetech.edu](mailto:kwaters@ogeecheetech.edu). For ADA/Section 504: Penny Hendrix, Disability and Student Support Services Coordinator, Office: 624, Phone: 912.486.7211, [phendrix@ogeecheetech.edu](mailto:phendrix@ogeecheetech.edu). | |
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