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| **Business Management Adjunct Instructor** |
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| **Campus:** | Online |
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| **General Duties:** | Under general supervision, will provide instruction to students at SGTC in Business Management courses. Demonstrates the use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures, including proper maintenance of grade books and other appropriate record-keeping required. Demonstrates the effective use of oral and written communication skills. Demonstrates knowledge of current procedures in the field. Follows the approved course syllabus. Completes all documentation related to assigned courses in a timely manner and maintains an accurate inventory of all assigned property. Provides direction for students concerning course material. All other duties assigned. Day and night classes may be available based on scheduling needs. |
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| **Education Requirements:** | Master's Degree in a related field with 18 semester graduate hours in Management, Human Resources, and other business-related classes from an accredited college or university. Excellent verbal, written, interpersonal, and organizational skills.  |
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| **Minimum Qualifications:** | Candidate must work well in the virtual classroom and in supervising diverse students in a variety of settings. Candidate must possess excellent human relations skills and demonstrate superb verbal and written communication skills. Must be student-oriented. |
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| **Preferred Qualifications:** | Postsecondary teaching experience preferred. Online teaching experience is a plus. |
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| **Physical Demands:** | n/a |
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| **Background Requirements:** | Candidates must pass a criminal background check and MVR. |
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| **Compensation:** | Commensurate with education and experience. All adjunct positions are part-time and temporary, with a work schedule of less than 25 hours per week, contingent upon student enrollment each term. |
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| **Benefits:** | Does not include State of GA benefits or a promise of future full-time employment.  |
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| **Reports to:** | Dean of Academic Affairs |
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| **Application Deadline:** | Until filled |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu)**.** Access this by clicking on the link **Careers @ SGTC**. For further assistance, call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or email Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
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| Position Number: |  | Job Code: |  |