

|  |  |  |  |
| --- | --- | --- | --- |
| **Cosmetology Adjunct Instructor** | | | |
|  | |  | |
| **Campus:** | Americus | | |
|  |  | | |
| **General Duties:** | Under general supervision, will provide instruction to students at SGTC in Cosmetology 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 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. Position may involve day and evening hours and may require travel to other campus locations. | | |
|  |  | | |
| **Education Requirements:** | Diploma in Cosmetology from a regionally accredited college AND current Georgia Cosmetology License, AND have completed the Instructor Tract. | | |
|  |  | | |
| **Minimum Qualifications:** | Excellent verbal, written, interpersonal and organizational skills. Proficient computer skills, especially in the use of MS Office, particularly Word and Outlook. Must be student oriented and customer friendly | | |
|  |  | | |
| **Preferred Qualifications:** | Postsecondary teaching experience preferred. Possess GA Cosmetology Instructor License. | | |
|  |  | | |
| **Compensation:** | Commensurate with education and experience. All adjunct positions are part-time temporary, less than 25 hours per week, based on student enrollment each term. | | |
|  |  | | |
| **Benefits:** | Does not include benefits or a promise of future full-time employment. | | |
|  |  | | |
| **Reports to:** | Program Director | | |
|  |  | | |
| **Availability** | Must have availability to teach evening classes. | | |
|  |  | | |
| **Application Deadline:** | Until filled | | |
|  |  | | |
| **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 by emailing [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
|  |  | | |
| **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. | | |
|  | | | |
| Position Number: | **00178613** | Job Code: | **10318** |