**ADJUNCT INSTRUCTOR, CRIMINAL JUSTICE**

**PART TIME**

**MULTIPLE CAMPUS LOCATIONS**

 **MINIMUM QUALIFICATIONS:**

Bachelor’s degree in criminal justice or a related field from a regionally accredited college or university. Applicant must have at least five (5) years of work experience in a related field.

**PREFERRED QUALIFICATIONS:**

Master’s degree in criminal justice or a related field from a regionally accredited college or university. Peace Officer Standards and Training (POST) instructor certification. Eight (8) years of teaching/work experience in law enforcement or a closely related field. Teaching experience at the postsecondary level; active participation in appropriate professional/occupational organizations; excellent human relations skills; computer skills and experience. Experience with online instruction.

**RESPONSIBILITIES**:

Develops program and course outlines, goals and objectives; prepares lesson plans for classroom instruction for credited courses; evaluates students’ progress in attaining goals and objectives; requests and maintains supplies and equipment and prepares required budget requests; maintains program certification requirements, as appropriate; prepares and maintains all required documentation and administrative reports; ensures safety and security requirements; meets with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students; assists with recruitment, retention and job placement efforts.

**COMPETENCIES**:

Knowledge of pedagogical practice and theory; knowledge of the mission of postsecondary vocational/technical education; knowledge of academic course standards; knowledge of the college’s academic programs; skill to work cooperatively with students, faculty and staff; skill in the preparation and delivery of classroom content; skill to make timely decisions; Skill in the operation of computers and job related software programs; decision making and problem solving skills; skill in interpersonal relations and in dealing with the public; oral and written communication skills.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicantsscheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.