**ADJUNCT INSTRUCTOR NURSE AIDE**

**(PART TIME)**

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**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Must hold a current Georgia Practical Nursing License and have a minimum of one (1) year of nursing experience. Any qualified applicant hired without a Train the Trainer Workshop attendance certificate from the Georgia Health partnership must obtain the certificate within 60 days as a condition of employment.

**PREFERRED QUALIFICATIONS:**

Bachelor of Science or Associates degree in Nursing from a nationally or regionally accredited college or university. Occupational experience (long term care services) must include those competencies, skills and knowledge levels which the candidate is expected to teach and/or manage. Have teaching experience at the post-secondary level; active participation in appropriate professional/occupational organizations; excellent human relations skills; computer skills and experience; excellent written and verbal communications skills.

**RESPONSIBILITIES**:

Under general supervision, the individual will prepare lesson plans for classroom instruction for credited technical/occupational courses to achieve program goals and objectives that adhere to state and institutional standards as well as accrediting agency requirements. Evaluates students' progress in attaining goals and objectives prescribed in curriculum. Requests and maintains supplies and equipment and prepared required budget request. Maintains program certification requirements, as appropriate. Prepares and maintains all required documentation and administrative reports related to accreditation and state licensing management. 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 impacting the progress of the students; Assists with recruitment, retention and job placement efforts.

**COMPETENCIES**:

Must have excellent communication, organizational, administrative, and clinical skills.

Excellent human relations skills;

Skill and experience in the operation of computers and job related software programs;

Knowledge of Blackboard Learning Management System;

Knowledge of and experience using Electronic Medical Record systems;

Excellent written and verbal communications skills;

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;

Decision making and problem solving skills;

Skill in interpersonal relations and in dealing with the public

**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.

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.