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**Adjunct Job Announcement**

**Position:**  Pharmacy Assistant Instructor

**Location:** Douglas Campus

**Department:** Academic Affairs

**Reports to:** Divisional Academic Dean

**FLSA Designation:** Adjunct

**Nature of Duties:** Under general supervision prepares lesson plans for classroom instruction for credited technical/occupational courses; develops program curriculum, syllabi, goals, and objectives; evaluates students’ progress in attaining goals and objectives. Prepares and maintains all required documentation and administrative reports; attends professional development training, workshops, seminars, and conferences; ensures safety and security requirements are met in the discipline 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. Teaches pharmacy assistant courses in a classroom/lab/field environment that closely simulates the environment of the industry while maintaining knowledge of current trends and developments in the field. Provides instruction in pharmacy technology; establishes, measures, and evaluates program or departmental student learning outcomes for continuous student improvement and success. Responsibilities also include but are not limited to: program administration with a primary responsibility for operation, supervision, evaluation and revision of the program concurrent with Technical College System of Georgia standards and American Society of Health System Pharmacists Accreditation; knowledge of accreditation policies and procedures; evaluation and advisement of students; evaluation of faculty and staff; budgetary planning and management; community involvement through program and College; and service on College committees as directed. May require teaching morning and afternoon and/or Monday through Friday. Requires strong communication skills and ability to interact effectively with a diverse student population.

**Minimum Qualifications: (candidates must meet all minimum qualifications to be considered)**

* Bachelors degree from a regionally accredited institution
* Nationally Certified Pharmacy Technician and/or State of Georgia Pharmacy Technician Certification
* Valid driver’s license

**Preferred Qualifications:**

* Minimum of three (3) out of the past five (5) years verifiable in-field experience.
* Documents two years’ experience as an instructor in a Pharmacy Assistant program
* Member of a National or State pharmacy organization or education association
* Registered Pharmacist

**Salary/Benefits:** Salary based on qualifications, State of Georgia benefit package

**Method of Application:** Interested candidates must complete the electronic application process prior to the closing date at [www.westgatech.edu](http://www.westgatech.edu). *Unofficial Transcripts are required for consideration.* *Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.