

**Job Announcement**

**Position:**  Business Technology Adjunct Instructor

**Location:** All Campuses

**Department:** Academic Affairs

**Reports to:** Associate Dean, School of Business and Public Services

**FLSA Designation:** Part time

**Nature of Duties:** Under general supervision prepares lesson plans for classroom instruction for credited technical/occupational courses; prepare standardized course syllabi using provided template; assesses students’ satisfactory progress based on established course grading requirements. May be required to attend professional development training as required for specific classroom or online course delivery. Teaches business technology 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 the theory and practical applications of business technology courses. Measures program or departmental student learning outcomes for continuous student improvement and success. Requires strong computer skills, communication skills, and ability to interact effectively with a diverse student population.

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

* Master’s Degree in Business Education or Master’s degree in a related discipline (ex: Business Administration, Computer Science, Vocational Education) with a minimum of 18 graduate semester hours in the teaching discipline from an accredited institution
* Valid Driver’s License

**Preferred Qualifications:**

* PhD in Business Education
* Certifications: Microsoft Application Specialist; MS Database Administrator; Medical Coding ex: (AAPC, AHIMA, RHIT, RHIA)
* Teaching experience at the postsecondary level
* Directly related field experience
* Online teaching experience

**Salary/Benefits:** 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, resume, and proof of applicable certifications\licensure 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.