

**Job Announcement**

**Position:**  Business Management Adjunct Instructor

**Location:** Coweta Campus

**Department:** Academic Affairs

**Reports to:** Associate Dean 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; prepares 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 Management courses in a classroom/lab/field environment that closely simulates that within the industry while maintaining knowledge of current trends and developments in the field. Provides instruction in the theory and practical applications of Business Management. 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 Management or Master’s Degree in a related teaching discipline with a minimum of 18 graduate semester hours (30 graduate quarter hours) in the teaching discipline.
* Valid Driver’s License

**Preferred Qualifications:**

* PhD in teaching discipline
* Teaching experience at the postsecondary level
* Online learning and teaching experience
* Directly related field experience

**Salary/Benefits:** Based on qualifications/no benefits

**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.