

**Job Announcement**

**Position:**  Business Education, Adjunct Instructor

**Location:** Online

**Department:** Academic Affairs

**Reports to:** Director, Online Teaching and Learning

**FLSA Designation:** Exempt

**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. Requests and maintains supplies and equipment and prepares budget requests; maintains program certification/accreditation requirements as appropriate. 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 business education 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 education; establishes, measures, and evaluates program or departmental student learning outcomes for continuous student improvement and success. Requires exceptional computer and communication skills, and an ability to interact effectively with a diverse student population. Position may require committee and project assignments or other duties as assigned as well as day/evening/distance learning classes and activities.

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

* Masters of Business Education or Master’s degree in a related discipline such as Business Administration; Computer Science or Vocational Education with a minimum of 18 graduate semester/30 quarter hours in the teaching discipline.
* Valid Driver’s License

**Preferred Qualifications:**

* Directly related teaching experience at the postsecondary level
* Microsoft Certifications
* PhD in teaching discipline

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

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx). *Unofficial transcripts, resume and proof of applicable certifications/licensures are required for consideration.*

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of 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.