



## Aviation Maintenance Technology Program Coordinator (FT, CFE)

**CAMPUS:** Coffee Campus

**STATUS:** Full-time

**POSTING TYPE:** Regular Posting

Under general supervision, will provide coordination of the Aviation Maintenance Technology program. Demonstrates use of appropriate teaching techniques and provides instruction to students. Responsible for ensuring all FAA requirements are followed and documentation; required to gain and maintain FAA certification. Demonstrates the use of appropriate testing and grading procedures including proper maintenance of grade books and any other appropriate record-keeping required by the college and FAA. Understands and is experienced in practices and procedures in the Aviation Maintenance field. Develops course syllabi and lesson plans, organizes classes utilizing a variety of innovative techniques during the class times. Completes all documentation related to assigned courses in a timely manner and maintains an accurate inventory of all assigned property. This position will be located on the Coffee campus; however, will require teaching at the Coffee County Aviation Training Center.

*Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.*

### SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment, Various types of advanced in-field equipment as required by academic program and accreditation standards, Various types of advanced computer equipment, Various types of in-field related equipment.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Travel is rarely required.

### MINIMUM QUALIFICATIONS

FAA Mechanic Certificate with both Airframe and Powerplant ratings ('A&P'); Three (3) years paid work experience in-field within the past seven (7) years. Work experience must include the competencies, skills and knowledge levels included in the Aviation Maintenance Technology instructional programs. Excellent organizational, communication, and interpersonal skills.

### PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Associates, two-year, college degree (in field preferred) or higher; Post-Secondary Teaching experience preferred, curriculum development, and program recruitment experience in a two-year college environment.

## **SALARY/BENEFITS**

Salary is commensurate with education and experience.. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program

## **BACKGROUND INVESTIGATIONS**

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: No additional tests are required for this position.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

## **APPLICANT INSTRUCTIONS/INFORMATION**

**Application Deadline: Monday, August 15, 2022 or Until Filled**

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu).

### **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or [shalonda.sanders@wiregrass.edu](mailto:shalonda.sanders@wiregrass.edu); OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or [katrina.royal@wiregrass.edu](mailto:katrina.royal@wiregrass.edu) \*student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.