



## **POSITION ANNOUNCEMENT**

### **Continuing Education Adjunct Instructor (On-Going)**

**CAMPUS:** Vary

**STATUS:** Temporary

**POSTING TYPE:** **Regular posting**

Under general supervision, prepares lesson plans for classroom instruction for a variety of non-credit courses at Wiregrass Georgia Technical College. Develops course outlines, goals, and objectives. Evaluates students' progress in obtaining course goals and objectives. Requests and maintains supplies and equipment. Implements and submits all required course documentation and administrative forms. Ensures safety & security requirements are met in the training area. Individuals possessing knowledge in the following areas are desired: Computer Software, Customer Service, Leadership, Teambuilding, Safety and Health, American Sign Language, Conversational Spanish, and Leisure Classes.

*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.*

#### **MINIMUM QUALIFICATIONS**

Must possess the appropriate experience required by a particular non-credit course subject area.

#### **PREFERRED QUALIFICATIONS**

Strong work ethics and people skills a plus.

#### **SALARY/BENEFITS**

Salary is commensurate with education and experience. All adjunct positions are part-time temporary, less than 27 hours per week, based on student enrollment each term, and do not include benefits or a promise of future full-time employment.

#### **APPLICANT INSTRUCTIONS/INFORMATION**

##### **Application Deadline:**

Or Until Filled     On-Going

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 will 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). Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with the college. Please review the minimum qualifications section for other background checks which may be required.

#### **Equal Opportunity Employer**

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), Executive Director 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.