



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

Graphic Design Assistant Adjunct Instructor

CAMPUS: Coffee/Various High Schools

STATUS: Part-Time/Adjunct

POSTING TYPE: Regular Posting

Under general supervision, will provide instruction to students in Graphic Design Assistant courses at Atkinson County High School. This position will be responsible for executing the program standards of an accredited program to include classroom instruction, identifying appropriate resources and teaching methods, and evaluating students' progress in attaining goals and objectives. The candidate will demonstrate the ability to properly maintain grade books and any other required record-keeping as well as demonstrating effective use of oral and written communication skills.

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.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. This is a part-time position, therefore no overtime can be earned. Travel is rarely required.

MINIMUM QUALIFICATIONS

An Associate's Degree in Graphic Design or closely related field with verifiable academic coursework, certifications, qualifications, or competencies appropriate for teaching the course content. Excellent verbal, written, interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: A baccalaureate degree and/or certifications in the following areas: ACA with Adobe Illustrator and ACA Adobe Photoshop.

SALARY/BENEFITS

Salary is paid on an adjunct pay scale. This is an adjunct position used on an as needed basis, not to exceed 27 hours per week. No promise of full-time employment exists. No health nor flexible benefits will be provided.

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: Open 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.

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; 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 *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.