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Economic Development - Adjunct Instructor.

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Company: GeorgiaGov

Location: United States

Category: life-physical-and-social-science

Job Summary

The Adjunct Faculty (HRLY) is responsible for developing curriculum and presenting instruction in Microsoft Computer Applications. **Payment method for employees assigned to this job is on an “hourly basis”**

Major Duties

Provides professional instruction based on approved course syllabus. Ensures that desired course outcomes meet the stated objectives;

Prepares curriculum and syllabus to coursework taught;

Evaluates students' progress at attaining goals and objectives.

Ensures safety and security requirements are met in training areas

Meets with students, staff members, supervisors as needed

Other duties as assigned.

Competencies

Skill in developing lesson outlines and materials

Knowledge of vocational area of assignment

Skill in presenting subject matter

Skill in use of computers and job-related software programs

Skill in interpersonal relations and dealing with adult learners

Oral and written communication

Minimum Qualifications

Minimum qualifications for this position are extensive knowledge and experience in the subject matter. Can provide and use workplace scenarios to enhance participants learning. Experience in actual day to day duties and can use examples to boost productivity of participants.

Notes

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.

Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

West Georgia Technical College is not currently sponsoring work visas at this time.

This position is not eligible for relocation assistance.

WGTC reserves the right to close positions at any time.

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.

Minimum qualifications for this position will be determined by the teaching discipline and compliance with appropriate accrediting bodies. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.

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Cross References and Citations:

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