



## **POSITION ANNOUNCEMENT**

### **Continuing Education Adjunct (ongoing)**

**CAMPUS:** Vary

**STATUS:** Temporary

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.

### **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 varies depending on subject area and candidate experience. Adjunct positions are temporary, based on quarterly student enrollment and do not include benefits or a promise of future full-time employment.

### **APPLICATION INSTRUCTIONS**

All application packets **MUST** be completed via the Online Job Center at [www.wiregrass.edu/about/employment.php](http://www.wiregrass.edu/about/employment.php). As a part of the application process, interested candidates will also be required to upload other documents such as a resume and reference forms (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 ext. 1 or [humanresources@wiregrass.edu](mailto:humanresources@wiregrass.edu).

<b>Equal Opportunity Employer</b>
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As set forth in the student catalogs, these institutions do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions should be directed to Shalonda Sanders, Executive Director for Human Resources/Title IX Coordinator, 4089 Val Tech Rd, Valdosta, GA 31602, or call (229) 333-5356 ext. 2; or Sherry Veal, Executive Director for Student Support/ADA Section 504 Coordinator, 667 Perry House Road, Fitzgerald, GA 31750 or call (229) 468-2038. 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.