



POSITION ANNOUNCEMENT

Business Administrative Tech. Adjunct Instructor (On-Going)

CAMPUS: Vary/Online

STATUS: Temporary

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. S/He must represent the college in a manner which supports the values, mission, goals, and standard of professional conduct associated with the Technical College System of Georgia.

MINIMUM QUALIFICATIONS

A baccalaureate degree with verifiable academic credentials, qualifications, or competencies appropriate for teaching the course content; or an associate degree in the teaching discipline with verifiable academic credentials, qualifications, or competencies appropriate for teaching the course content. Must have three years' in-field experience within the last 7 years. Excellent verbal, written, interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

A baccalaureate degree in the teaching discipline.

SALARY/BENEFITS

Starting salary is commensurate with education and experience. This position is part-time and does not include benefits.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline:

All application packets **MUST** be completed via the Online Job Center at 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. 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.

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, Berrien Hall, Room 114, (229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu; OR Nicole West, Student ADA Section 504 Coordinator (all campuses), Special Populations Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-5368 or nicole.west@wiregrass.edu, *student ADA student disability claims only.

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**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.