



December 1, 2009

PART-TIME POSITION ANNOUNCEMENT

Location: Thomaston

POSITION: Adjunct Business Instructor

REQUIRED QUALIFICATIONS: Applicant must have a Bachelor's degree in Business or related field from a regionally accredited college or university.

PREFERRED QUALIFICATIONS: Master's degree in Business or related field or hold a master's degree and a minimum of 18-semester or 30-quarter graduate hours in Business or related field from a regionally accredited college or university. Excellent written and verbal communication skills are preferred. Prior teaching or training experience at the post-secondary level is preferred; Experience with Blackboard/Angel and Office 2007 is also preferred.

RESPONSIBILITIES: This individual will be responsible for teaching Business courses in the Business Technology department. Under general supervision, prepares lesson plans for classroom and online instruction; develops syllabi; evaluates students' progress in attaining outcomes; prepares and maintains all required documentation and administrative reports.

SALARY/BENEFITS: This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

POSITION AVAILABLE: Immediately

APPLICATION DEADLINE: Open until filled

APPLICATION PROCEDURE: GTC Employment Applications are available on our website at: www.griffintech.edu; www.flintrivertech.edu or may be obtained at Griffin Technical College/Flint River Technical College. Please submit the completed application along with your cover letter and resume to:

**Griffin Technical College
Human Resources Office
501 Varsity Road
Griffin, GA 30223**

or

**Flint River Technical College
Human Resources Office
1533 Hwy 19 S
Thomaston, GA 30286**

SPECIAL NOTES: Due to the anticipated large volume of applications, only those who are scheduled for an interview will be notified of the status of the position. Candidates must successfully complete a criminal background investigation.

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