

**POSITION:** Adult Education Adjunct Instructor (Brantley County)

**STATUS:** Part-time/Non-exempt (19 hour’s week)

Monday and Wednesday 3:00pm-8:00pm

Tuesday and Thursday 3:30pm-8:00pm

**DUTIES:**

* Successful applicant will be responsible for overall face-to-face classroom and online instruction in areas including remedial education, developmental classes, and Adult Education that focuses on participants obtaining their General Education Diploma (GED). This includes preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and work ethic appraisals, managing the GALIS record keeping system, community involvement to improve student enrollment using a defined recruiting and retention plan, and interacting with other faculty and administrative personnel. A flexible work schedule is required.

**MINIMUM QUALIFICATIONS:**

* A Bachelor’s Degree from a nationally accredited institution
* A minimum of three years paid teaching/work experience in education, business, industry, or military environments within the past seven years.
* Experienced in using Microsoft Word and Excel in day-to-day operations.

**PREFERRED QUALIFICATIONS:**

* a bachelor’s degree concentration in Education or closely related field
* previous experience in secondary and/or postsecondary education.

**SALARY:**

Salary is $20/hour. This is a part-time position with no benefit package.

**APPLICATION DEADLINE:**

The position will remain open until filled; the interviewing process will begin immediately.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). The cover letter and resume along with copies of transcripts must be uploaded to the Job Center. A criminal background check, reference checks and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Brittaney Coleman, Human Resources Coordinator at bcoleman@coastalpines.edu , or (912) 287-4098.

Coastal Pines Technical College (CPTC) does not discriminate based on 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).

The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu , 912.427.5876; Brittaney Coleman, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, bcoleman@coastalpines.edu , 912.287.4098; Katie Rutland, ADA/Section 504 Coordinator and Title IX for all students, All Campuses, 1777 W. Cherry Street, Jesup, Georgia, 31545, krutland@coastalpines.edu , 912.427.1527.

EEO/AA Coordinator

Brittaney Coleman, HR Coordinator 1701 Carswell Avenue Waycross, GA 31503 (912)287-4098 bcoleman@coastalpines.edu

EEO/AA Coordinator

Katrina Howard, HR Director 1777 W. Cherry Street Jesup, GA 31545 (912) 427-5876 khoward@coastalpines.edu