

**POSITION: STATUS:**

Engineering Technology Instructor Full-time/Exempt position

**LOCATION:**

Camden County

**SALARY:**

TBD. This is a full-time position, including a state of Georgia benefits package.

***Please note that this position has the potential to increase to a 40 hour per week schedule if enrollment increases.***

**DUTIES:**

Under minimal supervision the Engineering Technology Instructor/ Program Director is responsible for performing all aspects of instruction for the Engineering Technology Associate of Applied Science Degree Program. She or he will plan and direct administrative and academic functions of the program; develop and recommend strategic goals of the program in accordance with the College’s mission; develop and manage operating budget; and supervise program faculty and staff.

**MINIMUM QUALIFICATIONS:**

Master's degree in Engineering with a minimum of 18 graduate hours in ENGR courses. Program(s) of studies must include electrical engineering, industrial engineering, mechanical engineering, or a combination of the two programs.

**PREFERRED QUALIFICATIONS:** (In addition to the minimum qualifications)

* Full-time work experience in electrical engineering, or mechanical engineering.
* Teaching experience at the post-secondary level.
* Experience in the use of Banner, Learning Management System (LMS) and the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) \*and\* experience working with nontraditional and/or academically underprepared students.

**JOB DUTIES/RESPONSIBILITIES:**

1. Assist in development and implementation of the curriculum for the new associate degree program in engineering technology with specializations in mechanical or electrical engineering and their associated certificate programs.
2. Recommend purchase of instructional equipment and supplies for initial set-up and subsequent program growth; design classroom and laboratory space.
3. Specific teaching responsibilities:
	1. use appropriate teaching, testing, and grading techniques;
	2. demonstrate current knowledge of subject area;
	3. use effective written and oral communication skills;
	4. maintain educational records;
	5. develop curriculum; select textbooks and supplementary instructional materials;
	6. use technology appropriate to the subject taught;
	7. establish course and program learning outcomes and evaluate students’ progress in attaining goals and objectives;
	8. order supplies and equipment;
	9. assist with student recruitment, retention, advisement, and placement; and
	10. Adhere to accreditation requirements for the program and the College.
4. Maintain qualifications for employment as required by Technical College System of Georgia (TCSG) and the College.
5. Adhere to the rules and regulations stated in the Policy Manual and to the policies and procedures of the College.
6. Serve on committees as assigned.
7. Participate in division and college-wide meetings as appropriate.
8. Participate in the college’s faculty development program.
9. Perform other duties as assigned.

**APPLICATION DEADLINE:**

Open until filled. Initial screening/interviewing will begin as needed.

**APPLICATION PROCEDURE:**

Interested applicants should apply via CPTC’s Online Job Center at [CPTC Online Job Center](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). A cover letter with resume, two professional letters of recommendation, and copies of transcript(s)/license(s)/certification(s) must be uploaded with the application. A criminal background check and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Katrina Howard, HR Director at khoward@coastalpines.edu, or 912-427-5876.

As set forth in the student catalog, Coastal Pines 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). The following persons have been designated to handle inquiries regarding CPTC nondiscrimination procedures:

**EEO/AA Coordinator
Katrina Howard, HR Director
1777 West Cherry Street
Jesup, GA 31545
(912)427-5876**

**khoward@coastalpines.edu**