

**POSITION: STATUS:** Full-time/ Exempt

Industrial Systems Technology Instructor

**LOCATION:**

Hazlehurst & Jesup Instructional Site (Hazlehurst, GA)

**SALARY:**

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

**DUTIES:**

Under general supervision, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams and other program planning and evaluation materials for the Industrial Systems Technology Program courses. Participates in the annual planning and budgeting process and develops an appropriate staff development plan to maintain knowledge and skills for courses being taught. Prepares and maintains all required documentation and administrative reports. Assists with student recruitment, retention and job placement efforts.

**MINIMUM QUALIFICATIONS:**

* A diploma in the teaching discipline or a diploma and demonstrated competencies in the teaching discipline.
* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.

**PREFERRED QUALIFICATIONS:**

* 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)
* Experience working with nontraditional and/or academically underprepared students.

**APPLICATION DEADLINE:**

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

**APPLICATION PROCESS:**

Interested applicants should apply via CPTC’s Online Job Center. 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, drug & alcohol screening, and a motor vehicle 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](mailto:bcoleman@coastalpines.edu) , or (912) 287-4098.

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