**POSITION:**

Precision Machining & Manufacturing (Machine Tool) Technology Instructor, Camden

**DUTIES:**

Under general supervision, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams and other program planning and evaluation materials for the Precision Machining & Manufacturing (Machine Tool) 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.

* Maintain supplies, tools, and equipment.
* Maintain management procedures and documentation.
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision, and evaluation skills
* General Computer knowledge (Microsoft Office, Outlook, Word)
* Utilizing Technical College System of Georgia (TCSG) program standards for the Precision Machining & Manufacturing Technology Program.
* Prepares a grading process to accurately assess students’ progress in the program and communicates progress to students and maintains student records according to established guidelines.
* Utilizes an approved work ethic model for teaching, marketing, and evaluating employability skills and provides a formal system for feedback to students for exceptional or unacceptable behavior exhibited in the classroom and lab.
* Ensures all safety and security requirements are met in the Precision Machining & Manufacturing Technology Program.
* Participates in required staff development activities and program recruitment.
* Performs other duties as assigned by the Dean for Academic Affairs, Technical & Industrial.

**MINIMUM QUALIFICATIONS:**

* Applicant must be proficient in manual machine operations on lathes, mills, and grinders, as well as CNC equipment. Familiarity with brands such as Fanuc, Jet, Hass, and Mazak are a plus.
* Minimum of 3 years work experience in the Conventional or CNC Machining fields.
* A diploma in the teaching discipline or a demonstrated competencies in the teaching discipline.
* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.

**PREFERRED QUALIFICATIONS:**

* Postsecondary Education experience.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

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