

**JOB TITLE**

Continuing Education Faculty – Microsoft Word Essentials

**EMPLOYMENT STATUS**

Adjunct

**JOB SUMMARY**

The technical instructor is responsible for performing all aspects of instruction for assigned program to include, but not limited to, implementing, revising, and evaluating assigned subject area using state standard curriculum; utilizing all resources within assigned curricular area efficiently; and providing up-to-date skills and knowledge of program area to meet the needs of students, as well as business and industry demands.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- Proficient in Microsoft Word

**PREFERRED QUALIFICATIONS**

In addition to the minimum qualifications:

- Prior teaching experience

**COMPENSATION**

- Hourly
- Benefit ineligible
- Salary commensurate with qualifications and relevant experience

**APPLICATION INSTRUCTIONS**

- Apply online at [www.southernregional.edu/employment](http://www.southernregional.edu/employment)
- Open until filled
- For assistance/accommodations with the application/interview process, contact April Bentley, Human Resources  
[abentley@southernregional.edu](mailto:abentley@southernregional.edu)  
229-217-4255

**NOTICES**

- All required education credentials, license, certification and/or registration must be submitted prior to employment
- References will be checked
- Post-offer requirements following a conditional offer of employment to include a criminal history records check and, as applicable, pre-employment/random drug testing, a credit history check, a fingerprint records check, and a motor vehicle records check

**An Equal Opportunity Institution**

As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) 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).