



POSITION ANNOUNCEMENT

Position English Instructor – Effingham Campus (Full-time, 12 months)

Description

Savannah Technical College seeks a full-time English Instructor for the Effingham Campus located in Rincon. This is a 12-month position responsible for:

- preparing lesson plans for classroom instruction, developing program syllabi, goals and objectives
- evaluating students' progress in attaining goals and objectives
- developing program and syllabi, goals and objectives
- assessing English student learning objectives
- developing and implementing plans to improve student success rate of end-of-course exit examinations
- requesting and maintaining supplies and equipment
- maintaining program certification requirements, as appropriate
- preparing and maintaining all required documentation and administrative reports
- maintaining knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences
- ensuring safety and security requirements are met in the training area
- meeting with students, staff members, and other educators to discuss students' instructional programs and other issues impacting the progress of students
- providing academic advisement to students
- participating in quarterly registrations
- other duties as assigned

Duties include a flexible schedule of lecture, student advisement and registration. Successful candidate must be willing to work split teaching shifts that might require split teaching days, manage and recruit adjuncts, fully embrace the responsibility for maintaining an acceptable number of students within this program and also work diligently to maximize student placements in this field or related fields by working directly with local employers and the Department of Labor.

Required Qualifications

- Master of Arts degree in English or a Master's degree with 18 graduate semester hours in English from a regionally accredited institution.
- A minimum of 12 months documented experience in teaching English courses at a regionally accredited postsecondary institution.
- Excellent human-relations, interpersonal skills, and strong verbal and written communication skills
- Proficient in the use of MS Office Word and Excel

Preferred Qualifications

- Preference will be given to those candidates who possess or are nearing completion of a terminal degree in English or related area.
- Prefer three years of full-time, paid postsecondary teaching experience.
- Proficient in the use of Banner
- Active participation in appropriate professional/occupational organizations

Physical Demands

Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary/Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Procedure

For best consideration, applications should be received by **November 9, 2009**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, sex, disability, or any other legally protected status.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.