



POSITION: DEAN OF ADULT EDUCATION – Clarkesville Campus

Description

Responsible for the Adult Education program at North Georgia Technical College. Establishes and manages adult education programs for area individuals and employers at a technical college. Plans and organizes the unit's work to meet the technical college's objectives. Administers instructional services for Adult Education students. Promotes the Adult Education Program to public and private organizations throughout the Service Delivery Area (SDA). Reports to the Vice President for Academic Affairs.

Qualifications

Minimum: Bachelor's degree in education, business administration, or closely related field ***and*** three years teaching or instructional delivery experience in educational or related setting which must have included responsibility for curriculum design, development and assessment, as well as the application of effective instructional delivery and student assessment techniques/methods. Experience in supervision and budgeting would be beneficial. Must demonstrate excellent written and verbal communication skills, excellent customer service skills, and excellent organizational skills.

Preferred: Preference may be given to candidates with a Master's degree in Education or related field whose background/work experience includes knowledge of adult learning techniques and a background in the delivery of educational services to an adult population.

Salary

Salary is based on an established TCSG pay scale. Benefits include retirement, paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits Program.

Application Deadline

March 8, 2012

Application Procedure

If you desire to be considered for this employment opportunity, submit a NGTC application, current resume, copies of current certifications/licenses, and transcripts from all colleges attended to the address below. Incomplete packets will not be considered and may be returned. We will contact qualified applicants and establish formal interview dates. A criminal history report will be obtained prior to offers of employment. The credit history of a recommended candidate may be investigated when the duties of the position include responsibility for handling money or for those positions charged with overseeing such activities.

North Georgia Technical College

Attn: Human Resources

P. O. Box 65

Clarkesville GA 30523

Call 706-754-7735 for application or download from www.northgatech.edu

As set forth in our student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions should be directed to Dr. Michael King, VP for Student Affairs, Title IX Coordinator, P. O. Box 65, Clarkesville GA 30523, or call 706-754-7711, or Mr. Daniel Gregg, Director, Career Development/Disability Services, ADA Section 504 Coordinator, P. O. Box 65, Clarkesville GA 30523, or call 706-754-7728.