

**Welding Laboratory Assistant** (PT)

**Location:** Dougherty County Campus

Albany Technical College seeks a part-time Welding Laboratory Assistant. Under general supervision, the Welding Lab Assistant will assist with high quality instruction for Welding courses at the College. He/she will assist the Welding instructors with performing routine standardized laboratory work requiring close attention to detailed procedures in the preparation and basic maintenance and operation of lab equipment, inventory and requisition of supplies, assisting faculty in supervision of students assigned to labs, and other related duties and is employed on an individual academic term basis. He/she will assist faculty members with classroom instruction, exams, record keeping, adherence to safety procedures, tracking attendance and other miscellaneous tasks related to instruction. The lab assistant will tutor or mentor students, perform laboratory research and clean labs as needed. This position requires day and evening hours.

**Minimum Qualifications:** The applicant MUST have a Technical Certificate of Credit in Welding with verifiable academic credentials, qualifications, or competencies appropriate for assisting in the welding laboratories.

**Preferred Qualifications:**  The applicant MUST have Diploma in Welding with verifiable academic credentials, qualifications, or competencies appropriate for assisting in the welding laboratories, with three (3) years of work related experience within the last seven (7) years.

**Physical Demands:** Work is typically performed in a classroom or laboratory setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight.

**Salary/Benefits:** Salaryis commensurate with education and work experience. This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week.

**Application Deadline:** Position will remain open until filled. All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history

check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: 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***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |