



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Job Title:** American Heart Association (AHA) Training Center Coordinator (Part-time)

**Job Code:** 10318

**Campus Location:** Augusta Campus

**Salary:** Hourly

### **JOB SUMMARY**

The AHA Training Center Coordinator is responsible for developing curriculum and presenting instruction in subject areas. Payment method for employees assigned to this job is on an "hourly basis."

### **MINIMUM QUALIFICATIONS**

HS diploma or equivalent. BLS Instructor certification required. ACLS Instructor certification and/or PALS Instructor certification are preferred.

### **PREFERRED QUALIFICATIONS**

A minimum of three years of work experience within the past seven as an American Heart Training Instructor. Prefer current license as an EMT, Paramedic, LPN, or RN.

### **COMPETENCIES**

Excellent human relations skills and strong organizational ability. Knowledge of MS Word, Excel, Outlook, and the AHA Instructor Network.

### **MAJOR DUTIES**

Serves as the primary contact between the Training Center (TC) and AHA ECC program. Handles the management and storage of records. Is responsible for the security and distribution of course completion cards and exams to instructors. Manages instructors and instructor alignment on the Instructor Network. Appoints and manages all faculty for the TC.

Ensures instructors are current with information and updates from the AHA. Ensures that instructor profiles are kept updated at all times.

Teaches classes within discipline and partners with Training Center Faculty for instruction. Develops course schedules and instructor training courses, provides course materials, monitors program initiatives, conducts course and program evaluation, and provides instructor monitoring and feedback.

Must participate in webinars provided by the American Heart Association for new TC Coordinators.

Performs other duties as assigned by Vice President of Economic Development.

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. 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, fingerprinting, 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. **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.**

*A Unit of the Technical College System of Georgia*

**Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.