



## **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 has remained dedicated to promoting 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 cybersecurity. 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 Masters 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 Eisenhower.

### **ABOUT THE POSITION**

**Job Title: Career Pathway Navigator (Full-Time)**

**Job Code: 11118**

**Campus Location: Augusta Site**

**Salary: \$51,515.00**

***This is a grant-funded position through September 30, 2026, contingent upon the availability of grant funds.***

### **JOB SUMMARY**

The **Career Pathway Navigator (CPN)** will be responsible for coordinating and conducting intrusive academic advising and student support services to help students persist in their program of study. The CPN provides services which include student advisement, coaching, academic progress review (traditional, online, and hybrid), and development and coordination of retention efforts for new and continuing students. The CPN gathers statistical information and develops strategies to retain students.

### **MINIMUM QUALIFICATIONS**

Master's degree in education, counseling education, counseling, psychology, higher education administration, or a related field from a regionally accredited institution.

Three years' full-time, paid work experience with culturally diverse and/or at-risk student populations in counseling or an advising capacity.

### **PREFERRED QUALIFICATIONS**

Experience providing student/academic support activities in a community or technical college setting.

Experience with an enterprise student information system (e.g. BANNER).

***A Unit of the Technical College System of Georgia***

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## COMPETENCIES

- Good interpersonal skills and the ability to work well with others.
- Effective oral and written communication skills.
- Ability to work independently with minimal supervision.
- Knowledge of student success and retention initiatives and outreach strategies.
- Effective human service skills such as coaching, mentoring, motivation, and tracking.
- Ability to travel within and out of state as required.
- Good decision-making and problem-solving skills.
- Working knowledge of common operating systems (Windows 8 and 10) and software applications (Microsoft Office Suite).
- Good organization skills with keen attention to detail.

## MAJOR DUTIES

Under general supervision:

- Develops and maintains collaborative working relationships with the Office of Academic Affairs, Student Affairs department, faculty, and staff to facilitate advisement, academic progress review, and implement innovative retention programs and services for new, at-risk, and enrolled students.
- Provides information on targeted career and educational pathways.
- Coordinates and/or provides student support services to sustain or improve academic persistence and success outcomes.
- Monitors student persistence, performance, and academic progress.
- Assists new and continuing students in exploring interests/aptitudes to determine compatibility of program choice.
- Coordinates services with relevant college departments and community agencies utilizing early alert software.
- Monitor the status of early alert referrals; coordinate follow-up services with students.
- Solicits student feedback and experience with CPN services.
- Coordinates, tracks, reports, and uses retention data research and analysis, using Banner, KMS, TEAMS, and other resources, to identify obstacles to student achievement and retention.
- Leads the college's First-time student guide team to support college persistence and retention.
- Develop and implement interventions that increase student success, based on research and best practices, including identifying and reaching out to targeted student groups.
- Assists with graduate surveys and tracks the progress of graduates.
- Serve on college committees; attend seminars, workshops, conferences, and work groups as appropriate.
- Inform AVP for Research and Technology of any conflicts/ issues that impede CPN service offerings.
- Assist grant coordinators with the preparation of quarterly and annual grant performance reports.
- Perform any other related duties as required.

**APPLICATION DEADLINE:** The position will remain open until filled. All application 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 contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

#### **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.

08/2025