



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 Gordon.

ABOUT THE POSITION

Job Title: STEM Outreach Coordinator (Part-Time)

Job Code: 11213

Campus Location: Augusta Campus

Salary: \$27.00 per hour.

(Part-time; grant-funded through 9/30/2026 contingent upon availability of grant funds)

JOB SUMMARY

The **STEM Outreach Coordinator** will be responsible for the coordination, development, monitoring, and completion of STEM outreach activities associated with the PBI Formula grant project, VARIETY.

MINIMUM QUALIFICATIONS

- Bachelor's degree from a regionally accredited college or university.
- A minimum of 2 years' experience in an educational environment that includes working with K-12 youth.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a STEM/STEM-related field from a regionally accredited college or university.
- Experience teaching STEM activities.
- Experience successfully building, fostering, and maintaining educational and institutional relationships.
- Experience with event planning.
- Experience working with higher education programs designed to increase student retention and graduation.

COMPETENCIES

- Effective written and oral communication skills.
- Good interpersonal skills and the ability to work well with others.
- Good decision-making and problem-solving skills.
- Working knowledge of common operating systems (Windows) and software applications (Microsoft Office Suite).
- Knowledge of STEM educational pathways.
- Knowledge about STEM careers.
- Skill in accurate record keeping.
- Good organizational skills.

WORK ENVIRONMENT

- Work a flexible schedule
- Occasional evening or weekend work may be required
- Some travel to off-campus instructional sites, vendor conferences, or system meetings for professional development may be required

PHYSICAL DEMANDS

The physical demands described here are representative of those required to perform the essential functions of this job.

- Stand, walk, and sit for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computer components

MAJOR DUTIES

Under general supervision:

- Manage and coordinate STEM outreach to K-12 students throughout the college's service area (Burke, Columbia, Lincoln, McDuffie, and Richmond counties).
- Develop and maintain partnerships with the area public and private elementary/secondary schools, and local education agencies.
- Identify, build, and deliver STEM experiences that will improve and increase dual enrollment participation in Engineering Technology programs, as well as matriculation from high school to two-year college to four-year college/university in an Engineering Technology discipline.
- Collaborate with faculty and academic leadership to design, develop, and implement professional programming in support of the PBI Formula grant project, VARiETy.
- Promote student success through engaging STEM learning experiences.
- Collect quantitative and qualitative data for analysis and interpretation, and assist with performance reports as requested by the grant project director.
- Collaborate with the grant project director, other grant staff, and faculty in organizing STEM immersion summer experiences.
- Inform the grant project director of any programming issues.
- Prepare quarterly and annual grant reports
- Perform any other related duties as required.

- Ability to perform duties and responsibilities with minimum supervision.

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.

02/2026