



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: Director, Corporate & Community Education

Job Code: 10058

Campus Location: Augusta Site

Salary: \$60,000.00 - \$74,879.88 annually; Commensurate with education and work experience.

JOB SUMMARY

The **Corporate & Community Education Director** is responsible for focusing on Corporate Training and Community Education of the Economic Development Division.

MINIMUM QUALIFICATIONS

A bachelor's degree from a nationally or regionally accredited college or university in Business, Workforce Development, or a related field. Three years of related professional experience, and 2-3 years' management experience in one or more of the following areas: economic development; workforce training & development; relevant industry sectors (i.e., healthcare, education, government).

PREFERRED QUALIFICATIONS

Master's degree in business, education, or a related field. Five years of experience in continuing education. Sales, teaching, and/or curriculum experience.

COMPETENCIES

- Excellent human relations skills.
- MS Word, Excel, Modern Campus, or other software.
- Time management
- Oral and written communication skills
- Decision-making and problem-solving skills

MAJOR DUTIES

The responsibilities include, but are not limited to:

- Manages the day-to-day operations of non-credit Continuing Education (CE), contract training, and testing programs.
- Collaborates with administrators and other key stakeholders in developing and scheduling courses, budgeting, registration, and assessment of courses and learning outcomes.
- Partners with Marketing/Communications to effectively promote CE programs, implementing marketing strategies to include outreach and the use of social media to promote programs, conduct outreach, and attract and engage students.
- Participates in the interviewing, selection, hiring, and evaluation of instructors for CE courses.
- Assists in providing orientation and guidance to new instructors on the College's policies and procedures relating to classroom management.
- Supports senior management in establishing standards to ensure quality of classroom instruction and assessing instructors' teaching methods and student learning outcomes.
- Supports the strategic planning process, working with staff in the review of student and community needs for CE courses that support professional/personal development and workforce training needs.
- Works with key stakeholders in partnering with community industry leaders to identify professional development and workforce training needs that can be effectively met through CE programs.
- Oversees support staff in the scheduling of CE courses per semester, ensuring course offerings are published and available for students to register; instructors are assigned to teach courses; and appropriate classroom space is reserved.
- Participates in promoting CE programs by staffing information events, assisting prospective students with registration, and updating the College's web page with current course information.
- Monitors registration activities and approves the cancellation of CE courses that do not meet the minimum enrollment level goal.
- Oversees the preparation and processing of instructors' contracts for each semester.
- Participates in creating proposals for training and processes billing in Modern Campus upon completion of training.
- Responds to requests for assistance from instructors regarding teaching materials, reserving audio/visual equipment, submission of attendance and related documents, and related issues.
- Accountable for assigned projects, including department and student survey administration, data analysis, and report preparation. Compiles and maintains the CE program and student data.
- Participates in identifying external funding sources and developing proposals to obtain grants and funding for projects and program initiatives.
- Represents the College to community organizations and participates in district-wide committees.
- Must be available to work some evenings and weekends.

- The position is responsible for overseeing the general operations of the CCE on all campuses, while also focusing efforts on directing workforce revenue-based training, including but not limited to Apprenticeship programs, Business Services, Driver's Education, Healthcare, Skilled Trades, Business and Industry Partnerships, Community and Personal Enrichment, and Youth Camps.
- The position also oversees development of national best practice approaches such as noncredit and credit continuing education pathways, customized incumbent worker training, integrated education (IET) with adult education students, and community education programs.
- Performs other duties as assigned by the Vice President, Economic Development.

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.

10/2025