



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: Instructional Support Specialist, Introduction to Computers (Part-Time)

Job Code: 11126

Campus Location: Augusta Campus

Salary: \$22.00/hour

(Part-Time; Grant Funded Through September 30, 2026, Position is Contingent Upon Availability of Grant Funds)

JOB SUMMARY

The **Introduction to Computers Instructional Support Specialist (ISS)** is responsible for tutoring and other academic support for Augusta Technical College students in the Success Center.

MINIMUM QUALIFICATIONS

- Bachelor's degree from a regionally accredited institution.
- Must be able to work a schedule (morning, noon, and/or evening) based on the needs of the Success Center.

PREFERRED QUALIFICATIONS

- A Master's degree in the subject area from a regionally accredited institution.
- Familiarity with tutoring and/or supplemental instruction.
- Experience working with diverse populations with varying language skills and experiences.
- Experience working with higher education programs designed to increase student retention and graduation rates

COMPETENCIES

- Good interpersonal skills and the ability to work well with others.
- Demonstrates effective communication skills.
- Good decision-making and problem-solving skills.
- Working knowledge of common operating systems (Windows 11) and software applications (Microsoft Office Suite).
- Must be able to work required hours based on student need

MAJOR DUTIES

- Provide academic support to students by adhering to strategic learning methods and by addressing students' immediate educational concerns.
- Demonstrate understanding of the adult learner, varied learning styles, and differentiated instruction.
- Finds and prepares appropriate teaching materials that suit the student(s)' ability, goals, and interests.
- Maintain a positive, warm attitude that encourages the student(s) to learn.
- Monitor and document each student's progress. Provides progress reports/updates as required.
- Utilize academic center monitoring software to track student utilization of the center's services.
- Complete annual professional development activities as required.
- Perform basic administrative duties to support the daily operations of the Success Center.

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.