



Position Announcement June 2018

Position: Adult Education Instructional Aide

Employment Status: Adjunct

Application Deadline: June 28, 2018

Position Summary:

The instructional aide assists the instructor with providing education and/or training to the students. Maintain program requirements; attend/complete all professional development training. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to any of the locations with the College's service area.

Job responsibilities include, but are not limited to the following:

- Assists instructor with classroom presentations
- Assists instructor in maintaining effective learning environment
- Completes documentation of student progress
- Performs various types of clerical tasks to assist instructor
- Prepares materials, exhibits, equipment, and demonstrations
- Requests and maintains assigned classroom supplies, materials and equipment
- Tutors and assists individual students in the learning environment

Projected Work Schedules / Locations:

The following hours are projected; actual hours may vary depending on need. Position located in Bibb County service area.

- Monday through Thursday: 8:00 a.m. to 4:00 p.m.

Minimum Qualifications:

- High School Diploma or GED

Preferred Qualifications, in addition to minimum qualifications:

- Experience in teaching adults who are low-level learners
- Teaching experience in the post-secondary setting.
- Strong educational or work background in math and/or reading

Salary / Benefits:

Salary varies based on the candidate's highest qualifying degree level at time of hire. Salary range is \$12 to \$15 per hour. Adjunct positions are temporary, time-limited appointments encompassing a

single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

APPLICATION PROCEDURE:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

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| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive,

Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email:
cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.