



Position Announcement December 2023

Position:	Adult Education Instructional Aide
Employment Status:	Adjunct
Application Deadline:	Open Until Filled
Primary Work Location:	Houston County
Work Schedule:	Days and/or Evening / up to 19 hours per week during the academic term

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after December 27, 2023 based on candidate selections.

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
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Projected Work Schedules / Locations:

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

- Monday, Tuesday & Thursday: 4:00 p.m. to 9:00 p.m.

Minimum Qualifications: *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

- Earned High School Diploma or Earned Equivalent

Preferred Qualifications, in addition to minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented experience in teaching adults who are low-level learners
- Documented teaching experience in the post-secondary setting.
- Documented 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:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

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 concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

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

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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.

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