



Position Announcement June 2018

Position: Professional Laboratory Assistants

Employment Status: Adjunct

Application Deadline: June 20, 2018

Position Summary:

Under general supervision, responsible for providing clerical assistant to the instructional staff. Completes all assignments in a timely manner and maintains accurate records. 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 involve traditional day and/or evening/weekend hours may require travel to any of the locations with the College's service area.

Location / Work Schedule:

This position is projected to work the following hours during the Adult Education semester session, max eligible hours per week of 29; actual hours may vary based on department needs. Position will be located in Dooly County. May require travel to other assigned college locations and additional travel as needed.

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

Minimum Qualifications:

- Proficiency in Microsoft Word, Access and Excel
- knowledge of modern office practices and procedures
-

Preferred Qualifications, in addition to minimum qualifications:

- Prior experience teaching adults
- Postsecondary college credit from an accredited institution
- Work experience in an adult or customer service environment
- Proficiency in Banner information system

Salary/Benefits:

This position is compensated at the rate of \$12 gross 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

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.