



**Position Announcement  
June 2018**

**This position is open to current, active CGTC employees only**

**Position:** Adult Education Program Specialist – Career Coach WIOA

**Position Status:** Full time

**Application Deadline:** June 21, 2018

**Job Responsibilities:**

The Success Coach will work to ensure the successful transition of students from adult education classes to college or career employment. The Success Coach will build relationships with students and help them make the support connections that they need to be successful while upholding academic integrity. The Success Coach will work to ensure that all students identified in need of additional support will be guided toward the path of course, certificate, diploma, or degree completion by developing and implementing individual and small group intervention and prevention strategies to provide for goal establishment and increase persistence in learning. Periodic, open communication meetings will be held with assigned students for monitoring of academic progress, classroom assistance, and/or personal mentoring, intervening when appropriate. Will 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 within the college's service area and other travel as needed.

Duties to include but are not limited to the following:

- May teach workforce preparation classes
- Define and establish at least one Integrated Education and Training (IET) Pathway linked to a local key industry for each student including benchmarks of success
- Implement prescribed communication plan with assigned students and respond appropriately to student inquiries as well as red flag indicators such as absenteeism or academic deficiency
- Track and document individual students progress
- Conduct and analyze on-going formative and summative evaluation data of program effectiveness, making modifications as necessary
- Perform tasks consistent with the goals and objectives of this position

**Projected Work Hours/Location:**

The College is seeking to fill a position for the Milledgeville campus. Projected work schedule of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Position may require a flexible schedule to include day/evening or weekend hours to meet the needs of the department as well as travel as needed within the college service area and additional travel as needed.

**Minimum Qualifications:**

- Associate degree required in a course of study related to the occupational field from a regionally accredited institution
- Documented three (3) years of related work experience

**Preferred Qualifications, in addition to minimum qualifications:**

- Bachelor's degree in Education or related field from a regionally accredited institution
- Documented two (2) years' full-time paid experience focused on career services, classroom teaching, or student retention in a higher education setting

**Salary / Benefits:**

Gross annual salary of \$32,808.00 to \$35,208.00. The actual annual gross salary will be determined by the candidate's highest qualifying degree based on published minimum and preferred qualifications. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**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: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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