



Position Announcement January 2020

Position: Interpreter Sign Language

Position Status: Adjunct

Application Deadline: Open Until Filled

Position Summary:

Responsible for providing interpreter/translation services in the classroom, for meetings, registration, testing, tutoring counseling, etc. as needed for deaf and hard of hearing students in the Adult Education department. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position may require travel to any of the locations with the College's service area.

Job Competencies:

- Decision making and problem solving skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and dealing with the public
- Ability to work independently with minimal supervision
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructions precisely
- Ability to interpret and translate college-level classes

Location / Work Schedule:

This position work schedule and location will be based on the location and schedule of the student(s) which services are provided for. The College provides services to students in our 11-county service area (Houston Co, Bibb Co, Putnam Co, Baldwin Co, Peach Co, Pulaski Co, Dooly Co, Twiggs Co, Crawford Co., Monroe Co, & Jones Co.). The actual hours worked will be determined by need for services for the student(s) but will not exceed 19 hours per week. Current need is for Houston County at six (6) hours per week.

Minimum Qualifications:

- Earned High School Diploma or Earned GED.
- Documented two (2) years' experience work related experience.

Preferred Qualifications, in addition to minimum qualifications:

- Documented work experience at the postsecondary level.

Salary/Benefits:

Hourly gross salary rate of \$20.00. Part-time/adjunct positions 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). Part-time 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
- 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.