



## Position Announcement February 2025

<b>Position:</b>	Admissions Assistant
<b>Position Status:</b>	Part time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Pulaski County
<b>Work Hours:</b>	19 hours per week / 12-months per calendar year

*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 following February 20, 2025 based on a candidate selection.*

### **Position Description:**

The Admissions Assistant is responsible for performing administrative duties in support of the Adult Education Program. This position provides information and service to students and coworkers to secure enrollment and processes students records in the College's student information system. Maintains 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.

### **Position responsibilities may include, but are not limited to, the following:**

- ✦ Responds to requests and needs of visitors and students;
- ✦ Keeps abreast of admissions regulations, policies, and procedures;
- ✦ Provides information by telephone, written correspondence, and in person to interested parties regarding applicant procedures and college admission requirements;
- ✦ Processes new student applications and related information and prepares students files;
- ✦ Processes program changes and accurately updates student record;
- ✦ Assists with clearing call tickets and email inquiries related to enrollment/admissions;
- ✦ Enters data from forms, records and/or reports using GALIS software, or other appropriate software;
- ✦ Assists with individual campus visits and assists with group tours as needed;
- ✦ Completes all trainings in a timely manner;
- ✦ Other responsibilities as assigned

### **Position Competencies:**

- ✦ Skill in the operation of computers and job-related software programs;
- ✦ Skill and ability to work independently and perform complex and varied duties in an efficient and confidential manner;
- ✦ Skill in managing multiple priorities;

- ✦ Knowledge of customer service standards and skilled in interpersonal relations and dealing with the public;
- ✦ Knowledge of modern office equipment, practices and procedures
- ✦ Knowledge of department and college policies and procedures
- ✦ Oral and written communication skills

**Location / Work Schedule:**

These positions are projected to work up to 19 hours per week. Position will be located in the Pulaski County service area. These positions are scheduled to work all 12 calendar months per year and up to 19 hours per week.

- ✦ Monday to Thursday: 8:00 a.m. to 12:45 p.m.
- ✦ Monday, Tuesday & Thursday: 5:00 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 ✦ Documented six months related work experience

**Preferred 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:*

- Earned Associate's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented work experience or intimate knowledge of higher education and/or secondary education
- Documented in-person or over the phone customer service experience

**Salary / Benefits:**

**The selected candidates can expect to receive a contingent offer with an hourly gross rate of \$15.50.** Part-time 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:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC 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.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. 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*)
4. 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
5. 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](mailto: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      |

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being

considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies: The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics 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.