



**Position Announcement
May 2026**

Position: Adult Education Admissions Assistant

Application Deadline: Open Until Filled

Employment Status: Part Time

Primary Work Location: Houston

Work Schedule: up to 19 hours per week/12 calendar months per year

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following May 16, 2025 based on candidate(s) selection.

Job Responsibilities:

The Adult Education Admissions Assistant is responsible for performing administrative duties for the Adult Education Divisions. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows the rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position will require travel as needed within the college's service area as well as other travel as assigned.

Major Responsibilities 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 admissions requirements;
- Maintains inventory of admissions materials;
- Processes new student applications and related information and prepares student files;
- Schedules students for appropriate testing;
- Provides administrative assistance;
- Assists with registration activities;
- Other duties as assigned.

Job Competencies:

- Skill in the operation of computers and job-related software programs
- Skill and ability to perform complex and varied duties in an efficient and confidential manner
- Skill in managing multiple priorities
- Decision making and problem-solving skills
- Skill in working with the public in a customer service environment
- Oral and written communication skill

Projected Location / Work Hours:

The College is seeking to fill openings in the Pulaski and Peach Adult Education locations. The part-time positions are eligible to work up to 29 hours per week based on the need of the program.

The following work schedule is projected and may change based on actual needs:

- Monday, Tuesday, Thursday 1:00 pm to 7:00 pm

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

- High school diploma or equivalent ***and*** Six (6) months of related work experience

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:*

- Strong skills and experience with Microsoft Word, Excel, PowerPoint and Outlook
- Decision-making and problem-solving skills
- Ability to understand, interpret, and follow federal, state, and local policies and regulations.
- Proven ability to apply analytical skills and pay close attention to detail.

Salary / Benefits:

This position is a gross hourly paid position starting at \$16.00; the actual hourly rate will be determined by the candidate's highest qualifying degree based on meeting the minimum and preferred qualifications. Part-time 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). 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. 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.
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.

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 Athletics and 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.