



## Position Announcement May 2026

<b>Position:</b>	Advisement Center Student Advisor
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon Campus
<b>Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may begin following the review; the position may close at any time following May 27, 2026 based on candidate(s) selection.*

### **Job Responsibilities:**

The Academic Advisor is responsible for delivering excellent and relevant academic advisement, information, and services to students. Counsels and advises students to develop and personalize an educational plan. May assist students with the admission, readmission, and program change process. Completes administrative reports and updates student files. May assist with recruitment activities and resource fairs. Maintain 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 within the College's service area.

### **Major job responsibilities include, but are not limited to the following:**

- Accurately advises students on academic requirements and selection of courses;
- Assists students in developing and personalizing an education plan;
- Utilizes departmental software to track and notate interactions with students to assist with retention;
- Performs and interprets degree audits;
- Evaluates and determines the transfer of credits; researches course descriptions to determine transferability;
- Reviews and interprets placement and other standardized test scores, unofficial transcripts, and course prerequisites;
- Understands graduation requirements for programs;
- Disseminates information on institutional policies and procedures;
- Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.;
- Monitors student registration activities and recommends solutions to academic difficulties;
- Coordinates communications to the students regarding advisement, academic calendar, and other related issues;
- Serves as student advocate when appropriate;
- Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement, admissions processes, business office questions;
- Participates in the development, implementation, review, presentation, and revision of orientations for the first-time college students and transfer students;

- Stays abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates;
- Engages in professional development activities, including but not limited to memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills;
- Participates in the planning, implementation, and the evaluation of the academic advisement program's goals and objectives;
- Participates in institutional student development and retention programs;
- Serves as resource for faculty/staff;
- Develops advising materials and presentations to support individual and group student sessions;
- Completes administrative reports as assigned;
- Completed all assigned trainings in a timely manner
- Other responsibilities as assigned

### **Competencies:**

- Interpersonal skills
- Coordination, planning and organizational skills
- Excellent computer skills
- Effective communication skills, both written and verbal
- Ability to work independently and collaboratively with others or in teams
- Ability to work with complex systems in a fast-paced and dynamic environment
- Skills in problem solving and critical thinking

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

- Earned Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education, and,
- Documented two (2) years of work-related experience
  - *Note: Experience may substitute for the degree on a year-for-year basis*

**Preferred Qualifications, in addition to the 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:*

- Documented work experience in working with BANNER Student Information System
- Documented work experience at the postsecondary level.

### **Projected Work Hours/Location:**

This position will work normal day hours of 9:00 a.m. to 6:00 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. Position will be assigned to the Macon campus and may require travel to any of the locations within the College's service area. This position will work all 12 months per calendar year and at 40 hours per week.

### **Salary / Benefits:**

**The selected candidate can expect to receive a contingent offer with an annual gross rate of \$44,000 (Bachelors) to \$48,500 (Masters); actual annual gross rate will be determined by the candidate's highest qualifying degree.** 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:**

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](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: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

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