



**Position Announcement
April 2024**

Position: Assistant Athletic Coach (Football Program)

Position Status: Part-time Seasonal

Application Deadline: Open Until Filled

Primary Work Location: To be determined

Projected Work Schedule: up to 40 hours per week as needed / Seasonal, not to exceed 6-months

Projected Work Period: anticipated July 1, 2024 to November or December 2024

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time after April 30, 2024 based on candidate selection.

Position Summary:

The Assistant Athletic Coach assists the Athletic Coaching staff with coaching technical college students in the football program to compete in events in accordance with the guidelines of the National Junior College Athletic Association. Provides support in practices and games as well as other responsibilities as assigned. 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.

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

- Earned Bachelor's degree in an appropriate areas of specialization from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
OR
- Documented two (2) years coaching and program specific skills substantiated by training and/or 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:*

- Documented experience working and coaching with an organized team sport(s) at the college level

Location/schedule:

This position will work day, evening, and weekend hours as needed. Position will require travel as needed. This is a non-fulltime position eligible to work up to 40 hours per week, the actual work schedule will be determined based on department need, and will have a seasonal employment period not to exceed six (6) months per calendar year and based on the current football program scheduling. Position will be assigned to the Macon or Warner Robins campus and will require a flexible schedule as determined by the position needs.

Salary / benefits:

Hourly gross salary rate \$15.00. 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. 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 Conduct, Appeals, & 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.