



**Position Announcement
July 2018**

This position is open to current, active CGTC employees only

POSITION: College Success Coach/ Instructor

APPLICATION DEADLINE: July 27, 2018

PROJECTED START DATE: Fall semester, August 2018

POSITION STATUS: Full Time

Position Description:

Under general supervision, provides instruction to students in the classroom and lab settings, prepares external accrediting application, procures program equipment and supplies, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum as well as other Allied Health courses as assigned. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain 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 involve teaching traditional day and/or evening classes or online classes and will require travel to the clinical sites.

The Success Coach serves as the main point of contact for an assigned group of students to guide them to achieve academic and satisfactory progress. Success Coach will motivate, encourage, and assist with career guidance in order to help students meet their educational goals. The Success Coach works collaboratively with other departments and services to track students' progress, through Early Alert analytics, to ensure class attendance and academic progress and to plan and implement intervention. Follows up to ensure resolution of each issue focusing on outreach and retention efforts. Additionally, the Success Coach will teach an instructional load to include College Success courses (COLL 1500) as well as an Employability course (EMPL 1000) as needed. Reports directly to the Student Success Program Coordinator and the general education division head for the assigned campus.

Location/Schedule:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45, Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position is anticipated to be located at the Warner Robins campus with possible travel to other college campus locations.

Minimum Qualifications:

- Baccalaureate degree in teaching discipline or related field from a regionally accredited institution
- Prior teaching or training experience with adult learners.

PREFERRED QUALIFICATION, In Addition To Minimum Qualifications:

- Master's degree in a teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) from a regionally accredited institution.
- Post-secondary teaching experience
- At least 3 years' experience in a TCSG college providing direct service to students.

Salary / Benefits:

Target salary is mid to upper \$40s annual gross. Actual salary to be determined by the candidate's highest qualifying degree and related experience. This is a 12 month, full-time position, scheduled to work 40 hours per week and is eligible for 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:

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
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- 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: cjohnson@centralgatech.edu.

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