



Position Announcement April 2025

This position is open to current CGTC employees only

Position:	Coordinator for Secondary Programs
Position Status:	Fulltime
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins Campus
Projected Work Schedule:	Days / 40 hours week, 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following receipt of completed application packets; the position may close at any time following May 7, 2025 based on a candidate selection.

Job Responsibilities:

The Coordinator assists students seeking dual enrollment coursework with advisement, registration, and other needs, and assists state, secondary, and postsecondary instructional leadership in the planning and development of career programs of study, including dual, joint, enrollment opportunities for service area high schools. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. This position will involve travel to any of the locations within the College's service area and other travel as needed.

Major Job responsibilities include, but are not limited to the following:

- Coordinates the development and implementation of dual/joint enrollment programs between the College and assigned high school/board of education partners;
- Serves as primary point of contact for and collaborates with high school administrators, counselors, and staff to promote Career and Technical Education, dual enrollment, etc.;
- Tracks data for dual, joint, and Accelerated Career Diploma credit enrollees and graduates;
- Assists with student success through managing TEAMS alerts and informing of student support services including tutoring and other academic support services;
- Maintains up-to-date written procedures for dual/joint enrollment and abides by departmental policies and procedures;
- Coordinates placement testing and funding application workshops as needed with local high schools within service delivery area;
- Coordinates with appropriate high school and college management personnel to finalize dual enrollment programming at service area high schools;
- Coordinates with all appropriate college and high school personnel in service delivery area regarding the registration and withdrawal of students in dual enrollment program;
- Provides information to potential students and their parents on dual enrollment program offerings to make informed decisions;
- Coordinates with college personnel regarding placement measures, admissions, and financial aid to ensure seamless enrollment of dually enrolled students;
- Coordinates between dual enrollment students and high schools when there is an issue regarding testing, registration, schedules, and/or grades;

- Assists in obtaining text books for dual-enrolled students to include coordinating book orders with campus bookstore and ensuring student accounts remain accurate, and delivering text books for dual-enrolled students;
- Serves as liaison with educational, industrial, and community partners to encourage cooperation and partnerships for dual enrollment within service delivery area;
- Completes all trainings other responsibilities as assigned in a timely manner;
- Other responsibilities as assigned.

Job Competencies:

- Ability to function in a fast-paced, demanding work environment
- Knowledge of College's admission guidelines and GSFC funding (financial aid) for dual enrollment students and associated procedures
- Knowledge and understanding of how high school and college calendars, registration, graduation requirements, and schedules work together
- Superior organizational and time management skills
- Skill in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public and program stakeholders
- Oral and written communication skills

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 in a related field; **and**
- Documented two (2) years of related work experience in a secondary or post-secondary setting

NOTE: *Experience may substitute for the degree on a year-for-year basis*

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 work experience in a student service role such as admissions, dual enrollment, financial aid, recruitment, or related areas
- Documented experience working with K-12 partnerships
- Documented work experience with student support programs such as TEAMS

Projected Work Hours/Location:

This position generally works 7:45 a.m. to 4:45 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. This position will be assigned to the Warner Robins campus. Travel will be required as needed throughout the college's service area, and other travel as needed. This position is scheduled to work 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 annual salary of \$46,080 (Bachelor's degree); actual gross annual salary will be determined by the candidate's qualifications based on meeting published minimum and preferred qualifications.

This is a 12-month position and 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 must 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, the minimum and preferred qualifications based on the educational history, and the 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 and complete the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. The resume submission 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 instead of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) that 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. The applicant is responsible for obtaining and uploading the application documentation by the stated deadline.

For more information about our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or email 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.