



Position Announcement April 2024

This position is open to current, active CGTC employees only

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| Position: | Coordinator for Student Athlete Success |
| Position Status: | Full time |
| Application Deadline: | Open Until Filled |
| Primary Work Location: | TBA |
| Work Schedule: | 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 be held following review; the position may close at any time after April 9, 2024 based on candidate(s) selection.

Position Description:

The Coordinator is responsible for the coordination, development, monitoring, and completion of project initiatives associated with the Academic Success of Student Athletes. Maintains 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 with the College's service area.

Position responsibilities may include, but are not limited to, the following:

- Review academic records of student-athletes to determine the need for academic support services and create educational plans for student athletes requiring academic support.
- Review and evaluate student athletes' academic progress, timely declaration of a major, and progress toward graduation as they relate to maintaining NJCAA eligibility. Liaise with other departments in these matters as needed.
- Work closely with the Executive Director of Athletics and Compliance or designee with the ongoing and initial NJCAA eligibility certification process.
- Coordinate and implement study hall plan for individual teams and track/communicate with coaching staff.
- Coordinate with Athletics Department personnel to arrange appropriate tutorial services through the Center for Academic Success. Liaise with other departments in these matters as needed.
- Coordinate and implement priority class registration for all student-athletes. Communication with coaching staff related to registration process/updates/student status.
- Advise student-athletes of academic requirements and consult with professional academic advisors regarding appropriate class schedules for student athletes.

- New student-athlete orientation and class registration. Liaise with other departments in these matters as needed.
- Data management (organize, maintain, and share with appropriate personnel academic data such as grades, class standing, eligibility needs, study hall reports, class audits, etc.).
- Progress report/at-risk notification intervention strategies.
- Participation/Travel/injury notifications.
- Offer basic NJCAA academic training to campus partners (advising staff).
- Attending (virtual or in person) ongoing professional development sessions through the NJCAA, professional organizations, and campus entities.
- Completes all trainings in a timely manner
- Other responsibilities as assigned

Competencies:

- Knowledge of NJCAA, conference and institutional bylaws, policies and procedures.
- Must possess excellent communication skills and the ability to relate well with a diverse group of students, faculty, and staff.
- Must have the ability to use a high level of critical thinking skills and have the ability to accurately advise students in many aspects of their college experience.
- Must have the ability to create and analyze data pertinent to the success of the student-athlete.
- Must possess competent computer aptitude and skills to perform their daily tasks using a typical office software package such as Microsoft Office.

Location / Work Schedule:

This position will be assigned to the Macon or Warner Robins campus, to be determined, and will work 7:45 a.m. to 4:45 p.m., Monday through Thursday and 7:45 a.m. to 3:30 p.m. Fridays. May require travel to other CGTC locations and additional hours, to include weekend hours or as needed. This position is scheduled to work all 12 calendar months per year and at 40 hours per week.

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 a related field from an educational institution that is accredited by an agency recognized by the United States Department of Education.
- Two (2) years of related work experience
 - *Note: Experience may substitute for the degree on a year-for-year basis*

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:*

- Earned Master’s degree from an educational institution that is accredited by an agency recognized by the United States Department of Education.
- Documented work experience in academic advising in higher education

Salary/Benefits:

Annual gross salary range of \$45,000 (Bachelor’s Degree) to low to mid \$50 (Master’s Degree). Annual gross salary range will be determined based on the candidate’s highest degree level meeting the published minimum and preferred qualifications. This is a 12-month position working

40 hours per week. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and 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:

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| 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.