

**Position Announcement**

**August 2017**

**This is a grant-funded, time-limited position with funding available through June 30, 2018.**

**POSITION:** Data Analyst for Prior Learning Assessment – OEA Grant

**Position Status:** Part time, Time-Limited **Application Deadline:** August 17, 2017

**Position Summary:**

The Data Analyst for Prior Learning Assessment (PLA) position is responsible for assisting in the coordination, implementation, execution, and completion of specific projects supporting Prior Learning Assessment. This includes entering historical PLA information into Banner to populate the PLA database, creating the PLA crosswalk in Banner, and updating Banner with new PLA information. This position will assist with updating the PLA Handbook, creating relevant forms and tracking systems, and provide general clerical assistance. Position reports directly to the Associate Dean Academic Affairs under the guidance of the Vice President for Academic Affairs. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards.

**Job Responsibilities include, but are not limited to:**

* Enter new and historical prior learning assessment (PLA) information into Banner;
* Maintain day-to-day operational aspects of the PLA tracking database
* May publish data, post pertinent data to web sites or create related logs and records;
* Organizes and tabulates data using a variety of techniques including database software, spreadsheets, statistical tables, charts and graphs;
* Proficient with basic-to-intermediate spreadsheet functions;
* Performs quality assurance throughout all phases of projects.

**Technical Competencies:**

* Skill in using relevant computer software, e.g. Microsoft Office products and Banner Student Information System
* Ability to use job-specific tools to review data
* Ability to gather and analyze data through on site reviews
* Ability to acquire needed data
* Ability to combine information from separate databases
* Ability to gather and present data in appropriate formats (text, flowcharts, graphs, spreadsheets)

**Location/Schedule:**

This position is eligible to work up to 29 hours per week, based on department need, during the College’s normal day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday and 7:45 a.m. to 3:30 p.m. Friday. A flexible schedule or additional hours to include evenings and/or weekends as needed. Position will be assigned to the Macon Campus with travel to additional locations and professional development opportunities, as needed.

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**Minimum Qualifications Required:**

* High School Diploma / GED **and** six (6) years experience across IT functions. Computer reporting, statistics or finance experience is required

***OR***

* Associates degree from an accredited institution **and** four (4) years experience across IT functions

**Preferred Qualifications, In Addition To Minimum Qualifications:**

* Bachelor’s Degree from an accredited institution
* Documented two (2) years of experience using BANNER student information system

**Salary / Benefits:**

Gross hourly rate will be commensurate with experience. Temporary 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). Temporary part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave, or holiday pay.

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**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:**

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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 |
| Department of Driver Services Screening |  |

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 of Conduct, Appeals & Compliance; Room A136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu

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