



## **Position Announcement August 2025**

<b>Position:</b>	IE Grants and Assessment Specialist
<b>Position Status:</b>	Full time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon Campus
<b>Work Schedule:</b>	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 review; the position may close at any time following September 5, 2025 based on a candidate selection.*

### **Position Summary:**

The Institutional Effectiveness Grants & Assessment Specialist position is responsible for assisting in the planning, implementation, execution, and reporting for grants and internal and external assessments in support of institutional and instructional effectiveness. This includes providing support for grants by researching grant requirements, assisting with preparation of proposals and supporting on-going grant/contract related assessment activities. Position reports directly to the Executive Director for Institutional Effectiveness under the guidance of the Vice President for Institutional Effectiveness. Incumbent maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position requires travel between campuses and other site locations within the College's service area.

### **Job responsibilities may include, but are not limited to the following:**

- Researches federal, state, and philanthropic grant guidelines to determine eligibility requirements;
- Provides support for development of grant applications and relevant assessment activities,
- Assists in identifying agencies and community organizations relevant to grant projects;
- Maintains files of grant requests, proposals, responses and associated documentation;
- Assists in monitoring all grant and grant related projects/contracts as assigned.
- Works with local One-stop partners to fulfill education and training needs
- Assists in the oversight of system protocols for Institutional operational assessment planning and student learning outcomes, including regular system maintenance, annual updates, and assisting users;
- Assists in tracking of results for planning goals and outcome assessments;
- Assists internal surveys, other assessments, and external survey requests by collecting data, coordinating with other College units as appropriate, and adhering to reporting deadlines
- Assists with Division and grant/special projects professional development activities;
- Assists with data collection and reporting;
- Completes all assigned trainings in a timely manner;
- Other responsibilities as assigned

**Competencies:**

- Skill in using relevant computer software, e.g. Microsoft Office products, Workday, Banner, etc
- Ability to use electronic assessment and survey tools
- Experience with grant/contract oversight activities and technical report writing
- Ability to gather and present data in appropriate formats (text, flowcharts, graphs, spreadsheets)

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

- Earned Associate's Degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three (3) years related work experience

*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:*

- Earned Bachelor's Degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented work experience researching grants and developing applications

**Projected Work Hours/Location:**

This position will primarily work 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. on 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 other professional travel as needed.

**Salary / Benefits:**

**The selected candidate can expect to receive a contingent offer with an annual gross salary range of \$38,100 (Associate degree) to \$41,652 (Bachelor's degree); actual gross salary will be based on the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications.** This is a 12-month, 40-hour per week, full-time position 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:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC 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](mailto: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](mailto:cajohnson@centralgatech.edu).

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