



## Position Announcement February 2024

<b>Position:</b>	Instructional Aide Lab Assistant
<b>Position Status:</b>	Adjunct
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon Campus
<b>Work Schedule:</b>	Days and/or Evening / up to 29 hours per week during the academic term
<b>Salary Information:</b>	Set fee per course based on \$15.00 hourly gross per contact hour

*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 after February 13, 2024 based on candidate selections.*

### **Job Responsibilities:**

Under general supervision, the Instructional Aide assists instructors with providing education and/or training to technical college students in a STEM and/or distance education lab setting. Assists faculty with laboratory and classroom safety and management, including monitoring students in the classroom, labs and/or telepresence learning environment. Provides substitute teaching coverage as needed. Completes all assignments in a timely manner and maintains accurate records. 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 reports to Program Chair for Health Science Core.

Position may involve teaching traditional day and/or evening classes or online classes and may require travel to any of the locations with the College's service area.

Job Responsibilities include, but are not limited to the following:

- Monitor students in telepresence learning environment.
- Assist faculty with laboratory and classroom safety and management.
- Maintain and clean classroom and laboratory.
- Monitor and maintain classroom/lab supplies and equipment.
- Provide substitute teaching coverage as needed.
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

### **Projected Work Schedules / Locations:**

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. The position is projected to serve CGTC's northern counties of Macon, Baldwin, Putnam, Milledgeville and/or Jones with travel to other college campus locations as needed, including dual enrollment high school sites. This position is scheduled to work during the academic terms and at a max of 29 hours per week, actual work hours will be determined based on department need.

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

- Earned High School diploma or earned equivalent

**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 College credential (diploma or higher) from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented working knowledge of safety practices in a lab setting.
- Documented teaching experience at a secondary or post-secondary level in a CTAE discipline.
- Documented teaching or learning experience in distance education environment

#### **Salary/Benefits:**

This position is paid a set fee per course rate based on a \$15.00 gross hourly rate per contact hour. May include additional stipends for student contact hours, orientation and training, course development, etc. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and 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). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or 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](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

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](mailto:cjohnson@centralgatech.edu).

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