



Position Announcement June 2025

Position:	Instructional Aide/Lab Assistant
Employment Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	Macon campus and Various DE Locations
Projected Work Schedule:	Monday through Friday

A review of completed application packets may begin upon receipt.

Position Description:

Under general supervision, the Instructional Aide assists instructors with providing education and/or training to technical college students. Assists faculty with laboratory and classroom safety and management, including monitoring students in the classroom, labs, dual enrollment, 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 the Associate Dean for Academic Affairs.

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

- Monitor students in learning environment
- Assist faculty with laboratory and classroom setup, safety and management
- Maintain and clean classroom and laboratory
- Monitor and maintains classroom/lab supplies and equipment
- Provide substitute teaching coverage as needed.

Location/Schedule:

This position is projected to work 8:00 a.m. to 3:00 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m. Fridays. Position is projected to serve CGTC's northern counties of Baldwin, Putnam, and/or Jones with travel to other college campus locations as needed, including dual enrollment high school sites. This position is scheduled to work all 12 calendar months per year and at a maximum of 29 hours per week.

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

- Earned High School Diploma or earned GED

Preferred Qualifications, in addition to the 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:*

- Documented working knowledge of safety practices in a classroom/lab setting
- Documented teaching experience at a secondary or post-secondary level in a CTAE discipline.
- Documented teaching or learning experience in a telepresence learning environment

Salary / Benefits:

Projected annual gross salary of \$15.50 per hour. May include additional stipends for orientation and trainings, etc. This is a part-time position scheduled to work 12-months a year and maximum of 29 hours per week and does not imply or suggest 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). Part-time 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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*)
3. 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

4. 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:

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:cjohnson@centralgatech.edu) .

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