



Position Announcement September 2018

Position: Instructional Aide/Lab Assistant

Application Deadline: Open Until Filled

Projected Start Date: Fall Semester 2018

Employment Status: Full Time

Position Summary:

The Instructional Aide assists instructors with providing education and/or training to technical college students in an industrial lab setting. Under general supervision, assists faculty with laboratory and classroom safety and management, including monitoring students in the classroom and labs. 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. This position reports directly to the Dean for Aerospace, Trade and Industry.

Projected Work Hours / Location:

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. Position is located on the Warner Robins campus with travel to other college campus locations, as well as additional travel, as needed.

Minimum Qualifications:

- High School Diploma or GED
- Industry certification or an earned technical college credential in trade/industry field
- Documented working knowledge of safety practices in a trade/industry lab setting

Preferred Qualifications, in addition to minimum qualifications:

- Earned college credential (certificate or higher) from a regionally accredited institution
- Documented work experience in an Aerospace, Trade or Industrial related field
- Teaching experience at a secondary (CTAE) or post-secondary level, preferably in a trade/industry discipline.

Salary/Benefits:

Projected annual gross salary in the mid \$20s. Actual salary will be determined by the candidate's highest qualifying degree level and related work experience as stated in the minimum and preferred qualifications. This is a fulltime position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

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

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

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 for Conduct, Appeals and 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.