

**Position Announcement**

**July 2017**

**Position:** Instructional Aide/Lab Assistant

**Application Deadline:** July 28, 2017

**Projected start date**: Fall Semester (mid August)

**Position Status:** Part-time

**Job Responsibilities:** Provides education and/or training support to CGTC faculty and college students. Serves as on-site monitor/proctor for Health Science lab classes (Biology, Chemistry, Dental Hygiene); Will provide oversight to program students in the instructor’s absence by performing the following tasks: prepare lab materials and maintain order and cleanliness in the lab environment; will use observational skills to remain aware of changes in the behavior and physical condition of students; duties as assigned; Instructional Aide/ Lab assistant will not be responsible for teaching, preparing lesson plans, developing course syllabi, goals or objectives, or attending staff development training/workshops. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. 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. Reports to Program Chair.

**Location / Work Schedule:**

Position will be assigned to the Macon or Warner Robins campus. Position will work on as needed basis with a maximum of 29 hours per week during the academic term; projected hours of Monday through Thursday 8 a.m. to 3 p.m.; Friday: 8 a.m. – 12:00 p.m. Position may also require evening hours and/or travel to any of the college’s locations within the College’s service area as needed.

**Minimum Qualifications:**

* College credit in degree level biology, chemistry, and/or Dental Hygiene courses or equivalent work experience
* Demonstrated Knowledge of laboratory techniques, equipment and terminology.

**Preferred Qualifications, in addition to minimum qualifications:**

* Associate Degree or higher in health-related field from a regionally accredited college or university.
* Teaching experience at the postsecondary level.

**Salary / Benefits:**

Target salary range of $13-$16 per hour, actual rate will depend on the candidate’s highest credential and related experience. 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. The College 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:**

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 |

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 Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: lhampton@centralgatech.edu.

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