****

**Position Announcement**

**January 2018**

**POSITION:** Instructional Aide/Lab Assistant

**APPLICATION DEADLINE:** Until Filled

**PROJECTED START DATE:** Spring 2018

**POSITION STATUS:** Full-time

**POSITION DESCRIPTION:** The Instructional Aide assists instructors with providing education and/or training to technical college students. 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.

**LOCATION/SCHEDULE:** This position is projected to serve CGTC’s northern counties of Baldwin, Putnam, and Jones. This position will work projected hours of Monday through Friday, 7:45 a.m. to 4:45 p.m.; Friday: 7:45 a.m. – 3:30 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:**

* GED or High School Diploma
* Industry certification **or** an earned technical college credential
* Working knowledge of safety practices in a trade/industry lab setting

**PREFERRED QUALIFICATIONS:**

* 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 low-mid $20s. Actual salary is determined by the candidate’s highest qualifying degree and related experience. This is a 12 month, 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:**

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](mailto:cajohnson@centralgatech.edu).

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