



Position Announcement April 2026

Position:	Marketing & Communications Specialist
Position Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	Warner Robins
Work Schedule:	40 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be scheduled after review; the position may close at any time after April 21, 2026 based on candidate selections.

Job Responsibilities:

Under the supervision of the Director for Marketing, Public Relations and International Outreach, the Marketing and Communications Specialist is responsible for creating and managing content for CGTC marketing and communication purposes. The Marketing and Communications Specialist assists by helping to craft marketing materials and facilitating both internal and external communications and community awareness and engagement for the college, and follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to any of the college campus or sites within the College's service area and other travel, including sporting events, as needed to accomplish associated tasks.

Major responsibilities may include, but are not limited to the following:

- Responsible for assisting with creation and management of content for marketing and communications purposes college-wide;
- Takes photos, records video, and completes edits and post-production for a superior final product;
- Work with marketing/PR staff and leadership to create appropriate messaging and to repurpose as needed for all forms of marketing communications, including presentations, marketing materials, articles, and social media;
- Create compelling copy, design and produce brochures, flyers, media guides, ads and other promotional materials;
- Establishes and maintains positive working relationship with internal and external audiences, as well as international partners;
- Responds to internal ticketing system requests for Marketing/Communications services and completes request within established time guidelines;
- May assist with writing news releases and other content to be submitted to local media and social media channels, as well as maintain positive relationships/partnerships with media personnel;

- Assist with establishing marketing/communications editorial calendars and production schedules tied to academic year;
- Assist in marketing college services and athletics and collaborate on the planning, development, and implementation of advertising campaigns and associated products, including print, TV, radio, and digital advertising;
- Liaise with faculty and staff to promote educational programming/enrollment;
- Perform proofreading and editing of all marketing communications, and works to ensure branding and consistency within established guidelines;
- Fact-check and ensure timeliness and accuracy of all content before publication;
- Ensure all relevant materials comply with ADA, EOE and other legal requirements;
- Assists in planning, coordination, production, and publicity of special events, sporting events, and other events/promotions;
- Completes all mandatory and assigned trainings in a timely manner;
- Other responsibilities as assigned.

Competencies

- Expertise in English/grammar use and knowledge of public relations theories and practices
- Expertise with photography, videography, editing, and production
- Knowledge and understanding of technical education
- Knowledge of branding and advertising and marketing principles and concepts
- Knowledge of web design, or WordPress experience
- Knowledge of sports media trends
- Skill in the operation of computers and job-related software programs (Adobe Creative Suite)
- Organizational, project management, and oral and written communication skills
- Decision making and problem-solving skills and ability to multi-task
- Ability to manage multiple projects with varying deadlines

Projected Work Hours/Location:

The College is seeking to fill a position for the Warner Robins service area. This position generally works normal day hours of 7:45 a.m. to 4:45 Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. Will require travel to any of the locations within the College's service area and other travel as needed. Position is scheduled to work all 12 calendars months per year and at 40 hours per week.

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

- Earned Associate's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education, and,
- Documented three (3) years' related experience.
 - *Note: Experience may substitute for the degree on a year-for-year basis*

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, demonstrate in the employment history possession of the following:*

- Documented experience in higher education Marketing and Communications to include sports college and/or sports promotion

- Documented photography and/or videography experience
- Documented experience in special event planning

Salary / Benefits:

Annual gross salary range of \$38,100 (Associate) to \$41,652 (Bachelor). The actual annual gross will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position is eligible for state 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:

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.

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.

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