



**POSITION ANNOUNCEMENT
November 2018**

POSITION: Professional Tutor (Health Sciences)
APPLICATION DEADLINE: December 28, 2018
PROJECTED START DATE: Spring Semester (January 2019)
POSITION STATUS: Part-time

Position Description:

The professional tutor provides academic assistance to the individual student or a small group of students with the primary goal of helping the student become a successful, independent learner. Although a tutor will normally have a specialty subject area, the tutor may also be expected to tutor in multiple subjects as assigned. Must be able to tutor in one or more of the following subjects Anatomy and Physiology, Medical Terminology, Biology, Chemistry, Math, English, Reading, Psychology, and Computer Technology. Maintains 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:

The College is seeking to fill part-time positions at the Warner Robins campus. The position may have a work schedule comprised of day and/or evening hours. Actual tutoring times and days not yet determined. This is a part-time position, eligible to work up to 19 hours per week based on department need during the academic term only.

Minimum Qualifications:

- Associate's degree in the tutoring specialty field(s) from a regionally accredited institution
- Successful completion of college-level courses in one or more of the following areas:
Anatomy & Physiology, Biology, Life Sciences

Preferred Qualifications, in addition to minimum qualifications:

- Prior experience tutoring, teaching, or training adult learners
- Prior experience working with culturally-diverse students
- Familiarity with the technical college academic environment

Salary / Benefits:

This position is a gross hourly paid position, the hourly rate is determined by the candidate's highest qualifying degree. Part-time 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. 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:

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

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A-136, 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.