



**Position Announcement
April 2025**

This position is open to current, active CGTC employees only

Position: Program Specialist – Enrollment (Adult Education)

Application Deadline: May 1, 2025

Employment Status: Full Time

Primary Work Location: Warner Robins campus

Work Schedule: Days/12 calendar months per year

Position Summary:

The Program Specialist – Enrollment guides prospective members or students through the enrollment process, ensuring accurate data collection, eligibility verification, and smooth transitions into the program. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows the rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. The position may require travel to any locations within the College's service area and other travel as necessary.

Major Responsibilities include, but are not limited to, the following:

- Possesses in-depth knowledge of programs, policies, and procedures to guide individuals through the enrollment process.
- Advises students on providing information about programs, admission requirements, deadlines, policies, and procedures to prospective applicants, parents, and returning students.
- Process applications and other documents for domestic and international students.
- Review and verify applications, ensuring all necessary documentation is complete and accurate.
- Maintain accurate records in the program's database, including applications, transcripts, and test scores.
- Respond to inquiries via phone, email, and in-person interactions, providing a positive experience for all who interact with the department.
- Refers students to the appropriate internal staff and agencies for supportive services
- Participates in student development and retention programs.
- Collaborate with staff to resolve complex admission-related issues.
- Attends professional development activities to strengthen career and case management as well as recruitment and retention;
- Completes all trainings in a timely manner;
- Performs other related duties as assigned.

Competencies:

- Excellent Oral and written communication skills
- Decision-making and problem-solving skills
- Knowledge of the mission of postsecondary vocational/technical education
- Skill in interpersonal relations and in dealing with the public
- Strong computer skills

Projected Location / Work Hours:

This position is assigned to the Adult Education unit and will work the College's regular day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule, including evening hours and/or weekends, will be required as needed. This position will be based on the Warner Robins campus, with travel within the college's service area and other travel as required. This position is scheduled to work all 12 months of the calendar year, with a 40-hour workweek.

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

- Earned Associate degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented three (3) years of related work experience

Note: Experience may be substituted for the degree on a year-for-year basis.

Preferred Qualifications, in addition to minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Earned Bachelor's degree or higher from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education

Salary / Benefits:

The selected candidate can expect to receive a contingent offer salary of \$38,100 (Associate degree) to \$41,652 (Bachelor's degree); actual gross salary will be determined by the candidates' highest qualifying degree based on meeting minimum and preferred qualifications. This is a 12-month, full-time position that is eligible for benefits, including retirement, insurance, leave accrual, and holiday pay. CGTC is a member of the Teachers Retirement System of Georgia (TRS) and the Employees Retirement System of Georgia (ERS).

Application Procedure:

Applicants must 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, the minimum and preferred qualifications based on the educational history, and the 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 and complete the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. The resume submission 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 instead of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) that 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. The applicant is responsible for obtaining and uploading the application documentation by the stated deadline.

For more information about our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or email cdominy@centralgategatech.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](mailto:cjohnson@centralgatech.edu)..