



Position Announcement June 2025

Position: Program Specialist – Advisor (Adult Education)

Employment Status: Fulltime

Application Deadline: July 11, 2025

Primary Work Location: Warner Robins Campus

Work Schedule: 40 hours per week / 12 calendar months per year

Position Summary:

The Program Specialist – Advisor guides prospective students through the Adult Education and Central Georgia Technical College enrollment process, ensuring accurate data collection, eligibility verification, and smooth transitions into the desired collegiate program. The Program Specialist-Advisor position provides specialized guidance, day-to-day technical management and expertise over student advisement. 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 needed.

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

- Advises HSE, ESL, and CPH students on academic requirements and selection of courses;
- Assists HSE, ESL, and CPH students in developing and personalizing an education plan;
- Assists HSE, ESL, and CPH students with the HOPE grant application;
- Disseminates information on institutional policies and procedures;
- Understands the institution's interpretation of FERPA rules for the release of student information to faculty, parents, students, etc.;
- Understands graduation requirements for programs;
- Monitors student registration activities and recommends solutions to academic difficulties (TEAMS alert, CPH/AO faculty);
- Coordinates communications to the students regarding advisement, academic calendar, and other related issues;
- Maintains accurate electronic records of interactions with students;
- Serves as student advocate when appropriate;
- Refers students to the appropriate specialized staff for such issues as financial aid assistance, career advisement (Felicia Rouse), admissions processes, business office questions;
- Participates in the development, implementation, review, presentation, and revision of orientations for the first-time college students (CPH/AO);
- Stays abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, costs, expanding facilities, updates in college-wide initiatives, transfer requirements, and state and federal mandates;

- Engages in professional development activities, including but not limited to memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stay current with information technology skills;
- Participates in the planning, implementation, and the evaluation of the academic advisement program's goals and objectives;
- Participates in institutional student development and retention programs;
- Serves as resource for faculty/staff;
- Develops advising materials and presentations to support individual and group student sessions;
- Completes administrative reports as assigned;
- Completes all assigned trainings in a timely manner; and
- Performs other related responsibilities 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 Warner Robins campus 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 accredited by an institutional accrediting agency recognized by the United States Department of Education, and,
- 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 accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented experience in Adult Education

Salary / Benefits:

The selected candidate can expect to receive a contingent offer with an annual salary of \$38,100 (Associate Degree) to \$41,652 (Bachelor's Degree); actual gross to be determined by the candidate's highest qualifying degree and/or related experience based on meeting published minimum and preferred qualifications. 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](mailto:cjohnson@centralgatech.edu).

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