



## Position Announcement August 2021

**This position is open to current, active CGTC employees only**

**Position:** Program Specialist – Distance Education (Adult Education)

**Application Deadline:** August 26, 2021

**Employment Status:** Full Time

**Primary Work Location:** Warner Robins campus

**Work Schedule:** Days / 12 calendar months per year

### **Job Responsibilities:**

The Program Specialist – Distance Education provides oversight, advisement and problem-solving for the Adult Education Learning Management System Blackboard. Provides specialized guidance and serves as the day-to-day point-of-contact for distance learning for the Adult Education instructors and staff; including instructional design for creating, editing and maintaining the Adult Education courses in Blackboard to meet both state and national standards and objectives. 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. Position may require travel within the college's service area as well as additional travel as needed.

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

- Design, develop and deliver workshops and professional development session and online training for faculty and staff;
- Troubleshoot and assist with accounts daily
- Provide instructional technologies and educational best practices, instructional resources and multimedia hardware/software to support teaching and learning;
- Create and maintain training presentations and documentation for student within online process;
- Coordinate and ensure seamless integration of resources for training and updates;
- Train instructors, site managers and student on Blackboard needs;
- Run, compare, and integrate data checks within data team to ensure all data in collected in Blackboard, GALIS and SharePoint;
- Support and train site managers staff;
- Complete administrative reports as assigned;
- Complete Blackboard monthly classroom observations;
- Assess training needs of instructors; review online curriculum resources, ensure online materials are ADA compliant and accessible to all students;
- Ensure compliance with licensing and copyright laws and regulations
- Submit monthly activity and performance reports;
- Collaborate with credit distance education team;
- Create presentations to market and highlight the Adult Education Division

- Attend professional development activities;
- Performs other related duties as assigned.

**Job 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

**Projected Location / Work Hours:**

This position is assigned to the Adult Education unit and will work the College's normal 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 to include evening hours and or weekends will be required as needed. This position will report to the Warner Robins campus with travel within the college's service area and other travel as needed. This position is scheduled to work all 12 months of the calendar year and at 40 hours per week.

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

- Earned Associate's degree from an institutional accrediting agency recognized by the United States Department of Education.
- Documented three (3) years of related work experience.
  - *Note: Experience may substitute 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 institutional accrediting agency recognized by the United States Department of Education

**Salary / Benefits:**

Annual gross salary range of mid \$30's to low \$40's, 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 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:**

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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*)
3. 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
4. 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](mailto: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

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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