



Position Announcement April 2026

Position: Program Specialist Student Life

Application Deadline: Open Until Filled

Employment Status: Full Time

Primary Work Location: Warner Robins campus

Work Schedule: Days / 12 calendar months per year

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following May 6, 2026 based on candidate(s) selection.

Job Responsibilities:

The Program Specialist Student Life provides specialized guidance and serves as the day-to-day point-of-contact for clubs/organizations, athletics and sports programs. 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 will require travel within the college's service area as well as other travel as assigned.

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

- Plans and organizes student life activities / club sports activities;
- Ensures and oversees the maintenance and proper use of facility, equipment and supplies;
- Performs programmatic/operational functions for the assigned program;
- Responsible for monitoring the usage of exercise room and basketball courts;
- Establishes and maintains applicable financial / official records and files;
- Generates reports regarding program activity;
- Maintains supplies and processes purchase orders for equipment, services and supplies;
- Completes all assigned training in a timely manner;
- Performs other related responsibilities as assigned

Job Competencies:

- Oral and written communication skills
- Decision making and problem-solving skills
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of the practices of student-athletes and student life programs development and implementation
- Knowledge of the rules and regulation of athletic programs and student organizations
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Knowledge of current industry trends and technology

Projected Location / Work Hours:

This position 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, however, 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 academic institution 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 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:*

- Experience organizing and managing student / campus life activities and events

Salary / Benefits:

Annual gross salary range 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 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.
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: cjohnson@centralgatech.edu.

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