

**Position Announcement
May 2019**

Position: Program Specialist – WIOA Facilitator

Employment Status: Full time

Application Deadline: May 21, 2019

Job Summary:

The WIOA Career Advisor/Facilitator is directly responsible for the development and implementation of the WIOA career and case management services. This position will lead efforts to provide project management, outreach services, and participant case management. Activities include, but are not limited to, outreach and partnership development internal to the College and external with local business and industries; oversight of participants' occupational skills training and job placement, work ethics participation and project performance outcomes. A high level of independent judgement is required to effectively carry out the essential duties of the job and the incumbent is expected to work cooperatively with the Middle Georgia Consortium (MGCI) staff and CGTC personnel. Maintain 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. Position will require travel within the college's service area and other travel within the State of Georgia.

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

- Recruit WIOA potential participants by sending emails to instructors, visiting classrooms, and distribution of information pamphlets.
- Interview and screen applicants to make sure that they meet all requirements before referral to Middle Georgia Consortium, Inc. (MGCI) for determination of eligibility.
- Conduct orientations to inform students of MGCI agency services.
- Review, prepare, process and complete various reports, participant records and documents as required by MGCI.
- Correspond with participants, business and industry stakeholders, local, state, and federal agencies regarding activity of applicants and new and changing job opportunities.
- Analyze the local labor market; determine labor needs; and performs outreach to assist in meeting those needs.
- Conducts career facilitator duties which include the compilation of occupational, educational, and economic information to aid participants in making career choices and being retained in an occupational program.
- Make determinations, under the guidance of the MGCI, on participant eligibility for assistance with support services, enters eligible documentation in the appropriate databases and accurately submits and distribute participant costs.
- Perform job search and placement activities.
- Perform follow-up activities on all participants

- Attend up-to-date internal and external job related professional development training sessions.
- Carry out periodic meetings with CGTC personnel and MGCI staff to provide updates on WIOA performance and eligibility criteria.
- Effectively and efficiently operate and manage the CGTC WIOA contract.
- Other duties as assigned
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Job Competencies:

- Oral and written communication skills
- Organizational skills
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently and collaboratively with others in a team
- Decision making and problem solving skills

Minimum Qualifications:

- Associate's degree in a field of study related to the occupational field from a regionally accredited institution
- Documented three (3) years of related work experience

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

Preferred Qualifications:

- Bachelor's degree from an accredited institution
- Documented work experience working with military and veteran students
- Documented work experience working in higher education

Projected Work Hours/Location:

This position generally works normal day hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Additional hours or a flexible schedule to include evening and weekend hours will be required as needed. This position will report to the VECTR Center, a unit of Central Georgia Technical College. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

Salary / Benefits:

Annual gross salary will be determined by the candidate's highest qualifying degree as based on meeting the published minimum and preferred qualifications. This is a fulltime position scheduled to work year round at 40 hours per week. This 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:

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

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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: cajohnson@centralgatech.edu.

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