

**Position Announcement**

**May 2017**

**POSITION:** Project Assistant

**Position Status:** Part-time **Application Deadline:** May 31, 2017

**Position Description:**

The Project Specialist is responsible for managing one or more complex projects in the division of Conduct, Appeals & Compliance and overseeing contribution toward project goal and objectives. Manages one or more complex projects with full accountability for outcome. Prepares project timelines, reports and other sensitive documents as requested; and also prepares moderately complex reports and correspondence to report the status of projects. Develops, maintains, and fosters effective working relationships. Assists in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines; as well assists with management of the budget and resources of the division. Acts as liaison between multiple parties to identify solutions to problems. Analyzes data, identifies gaps in plan verses actual, and recommends or implements solutions. Oversees efficiency of projects and implements changes as needed to meet goals; and maintains required documentation. The selected candidate will maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. The selected candidate will follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the College. This position may require travel within the college’s service area and other travel as needed.

**Location/Schedule:**

This position will be assigned to work up to 19 hours per week, based on need, generally within the College’s business hours of 7:45 a.m. to 7:00 p.m. Monday through Thursday and 7:45 a.m. to 3:30 Friday. A flexible schedule to include evening and weekend hours may be required as needed. This position will report to one of the College’s locations to be determined but may require travel to any of the college locations as well as additional travel as needed.

**Minimum Qualifications:**

* Associate Degree from a regionally accredited institution
* Three (3) years of documented work related experience
  + *Note: Experience may substitute for the degree on a year-for-year basis*

**Preferred Qualifications, in addition to minimum qualifications:**

* Bachelor degree from a regionally accredited institution
* Documented relevant work experience in post-secondary academic
* Documented relevant work experience in a student support environment
* Knowledge of Banner Information Systems

**Competencies:**

Skill in the use of computers and job related software

Skill in planning and organizing projects

Skill in oral and written communication

Skill in interpersonal relations and effective problem solving methods

Skill in analyzing data and situations for accurate assessment

Knowledge of the college philosophy and objectives as they relate to performance

Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education

Ability to work effectively with minimal supervision

**Salary / Benefits:**

Hourly gross hourly rate to be determine; hourly rate is based on the candidate’s highest qualifying degree. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**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:**

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| --- | --- |
| 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 Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; (478) 757-3408; Email: [lhampton@centralgatech.edu](mailto:lhampton@centralgatech.edu).

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