



Position Announcement July 2025

Position:	Project Specialist for Dual Achievement Program
Employment Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	To Be Determined
Work Schedule:	Up to 19 hours week / 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 July 9, 2025 based on candidate(s) selection.

Position Summary:

Under general supervision, provides support for the CGTC Academy – Dual Achievement department relative to the student funding for GA Futures dual enrollment. The Project Specialist will provide services to the department such as communicating with students, families, high school counselors and administrators, and providing stellar customer service with internal and external customers. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position may require travel to any of the locations within the College's service area and other travel as needed.

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

- Manages the Ga Futures funding program for Dual Enrollment
- Prepares project timelines, reports and other documents as requested;
- Prepares moderately complex reports and correspondence to report the status of projects;
- Develops, maintains, and fosters effective working relationships;
- Manages the budget and resources of the assigned area;
- Assists in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines related to Ga Futures/Dual Enrollment/Hope Career Grant funding;
- 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;
- Maintains required documentation and prepares various reports and distributes to appropriate personnel,
- Processes invoices and maintains financial records, submits requests for payment;
- May assist with responsibilities such as answering phone calls/responding to voice message, may assist with email responses, coordinating itineraries, calendars and events, updating and maintaining files;
- Completes all assigned trainings in a timely manner, and,

- Other responsibilities as assigned.

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

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 that is 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: *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:*

- Documented work experience with high school, CTAE or Dual Enrollment programs
- Documented work experience with financial aid programs
- Documented work experience in higher education

Projected Work Hours/Location:

This position generally works during 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; actual work schedule to be determined. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. Position location to be determined and may require travel to any of the locations within the College's service area and other travel as needed. This position will work all 12 months per calendar year and at 19 hours per week.

Salary / Benefits:

The hourly gross salary rate is \$15.50. 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:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC 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.