



## **Position Announcement April 2025**

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

<b>Position:</b>	Recruiting Coordinator
<b>Position Status:</b>	Fulltime
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	To Be Determined
<b>Projected Work Schedule:</b>	Days / 40 hours week, 12 calendar months per year

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following receipt of completed application packets; the position may close at any time following May 7, 2025 based on a candidate selection.*

### **Job Responsibilities:**

The Recruiting Coordinator is responsible for performing specialized duties in support of Enrollment Services functions and recruitment duties. The Coordinator plans, manages, and executes special events, works to publicize events, and coordinates event assistance in order to increase awareness of the College and boost enrolment. The Coordinator maintains 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 locations within and outside of the College's service area.

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

- Develops communications processes and plans events and initiatives to promote the College and recruit new applicants/students;
- Manages the recruitment team members and makes assignments related to event coverage;
- Makes recruitment visits to high schools, career fairs, etc.;
- Effectively utilizes Target X recruitment module to influence applicants and convert to accepted students and to manage event registration and attendance;
- Conducts information sessions and campus tours for prospective students;
- Answer admissions inquiries via email, online chat, in person and phone calls;
- Plans and executes annual college events such as orientation and open house and assists with other enrollment services and recruitment events;
- Processes student admissions applications and related information and prepares student files;
- Interprets high school and college transcripts and makes acceptance decisions;
- Keep abreast of admission policies, procedures, deadlines and important information for credit students;
- Completes all trainings in a timely manner and participates in peer groups and professional development activities;
- Other responsibilities as assigned.

**Job Competencies:**

- Knowledge of the mission of the Technical College System of GA and CGTC
- Knowledge of the admissions process and related TCSG policy and procedures
- Knowledge of basic financial aid requirements
- Ability to work independently in a position of trust
- Skilled in the operation of computers and job-related software programs
- Oral and written communication skills
- Skilled in interpersonal relations and dealing with the public
- Decision making and problem-solving skills

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

- Earned Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education in a related field; **and**
- Documented two (2) years of related work experience in a secondary or post-secondary setting

**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 in a student service role such as admissions, dual enrollment, financial aid, recruitment, or related areas
- Documented experience with Salesforce/Target X CRM for application processing, communications, and event hosting/registration
- Documented experience working in a higher education setting

**Projected Work Hours/Location:**

This position generally works 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 evenings and/or weekends will be required as needed. The primary location for this position will be assigned to a CGTC location to be determined. Travel will be required as needed throughout the college's service area, and other travel as needed. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

**Salary / Benefits:**

**The selected candidate can expect to receive a contingent offer with an annual gross annual salary of \$46,080 (Bachelor's degree); actual gross annual salary will be determined by the candidate's qualifications based on meeting published minimum and preferred qualifications.**

This is a 12-month position and 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:**

Applicants must 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, the minimum and preferred qualifications based on the educational history, and the 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 and complete the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. The resume submission 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 instead of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) that 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. The applicant is responsible for obtaining and uploading the application documentation by the stated deadline.

For more information about our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or email [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

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](mailto:cjohnson@centralgatech.edu).