

**Position Announcement**

**May 2017**

**POSITION:** Sign Language Interpreter

**Position Status:** Part-time **Application Deadline:** June 22, 2017

**Position Responsibilities:**

Responsible for providing interpreter/translation services as needed for deaf and hard of hearing students. 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 any of the locations with the College’s service area.

**Work Location / Projected Work Schedule:**

This positon work schedule and location will be based on the location and schedule of the student(s) which services are provided to. The College provides services to students in our 11-county service area (Houston Co, Bibb Co, Putnam Co, Baldwin Co, Peach Co, Pulaski Co, Dooly Co, Twiggs Co, Crawford Co., Monroe Co, & Jones Co.). The actual hours worked will be determined by need for services for the student(s) but will not exceed 19 hours.

**Minimum Qualifications Required:**

* High School Diploma or GED.
* Two years’ experience work related experience.

**Preferred Qualifications, In Addition to Minimum Qualifications:**

* Documented work experience at the postsecondary level.

**Salary / Benefits:**

Hourly gross salary rate of $20.00. 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.

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