



## **Position Announcement July 2023**

<b>Position:</b>	Interpreter Sign Language
<b>Position Status:</b>	Part-time
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	To be determined
<b>Work Schedule:</b>	Days / up to 19 hours per week

*A review of completed application packets will begin upon receipt. Interviews of qualified candidates may be held following review' the position may close at any time following July 26, 2023 based on candidate selections.*

### **Position Summary:**

Responsible for providing interpreter/translation services in the classroom, for meetings, registration, testing, tutoring counseling, etc. 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 and other travel as necessary.

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

- Provides interpreting/transliterating in the classroom, for meetings, registration, testing, tutoring, counseling, etc., for deaf and hard of hearing students;
- Provides academic advising to deaf and hard of hearing students;
- Confers and plans with students, teachers and other interpreters in preparation for assignments;
- Assists in developing and presenting training programs and providing workshops for part-time interpreters, students, faculty and staff;
- Completes all assigned trainings in a timely manner; and,
- Other responsibilities as assigned.

### **Job Competencies:**

- Decision making and problem-solving skills
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and dealing with the public
- Ability to work independently with minimal supervision
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructions precisely
- Ability to interpret and translate college-level classes

### **Location / Work Schedule:**

This position work schedule and location will be based on the location and schedule of the student(s) requesting services. The College provides services to students/customers in our 11-county service

area consisting of 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 per week.

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

- Earned High School Diploma or earned equivalent
- Documented two (2) years' experience work related experience

**Preferred Qualifications, in addition to minimum 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 at the postsecondary level

### **Salary/Benefits:**

**Hourly gross salary rate of \$20.00.** Part-time/adjunct 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. 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, 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 election application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*). 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
3. 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](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

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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