Position Announcement
February 2022

Position: Special Projects Coordinator for IE

Position Status: Full time

Application Deadline: March 11, 2022

Primary Work Location: Macon Campus

Work Schedule: Days / 40 hours week; 12 calendar months per year

Position Summary:
The Special Projects Coordinator for Institutional Effectiveness (IE) position is responsible for assisting in the planning, implementation, execution, and reporting for special projects, grants and internal and external assessments in support of institutional and instructional effectiveness. This includes providing support for contract and grant proposal review and documentation. Position reports directly to the Executive Director for Institutional Effectiveness under the guidance of the Vice President for Institutional Effectiveness. Incumbent maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position requires travel between campuses and other site locations within the College’s service area.

Job responsibilities may include, but are not limited to the following:

- Assist in researching federal, state, and philanthropic grant guidelines to determine eligibility requirements;
- Provide supplemental support for development of grant applications and relevant assessment activities,
- Assist in identifying agencies and community organizations relevant to grant projects;
- Maintains files of grant requests, proposals, responses and associated documentation;
- Assist in monitoring assigned grant and grant related projects/contracts as assigned.
- Work with local WorkSource Georgia and OneStop partners to fulfill education and training needs
- Assists in the oversight of system protocols for institutional operational assessment planning and student learning outcomes, including regular system maintenance, annual updates, and assisting users;
- Assists in tracking of results for planning goals and outcome assessments;
- Assist with internal and external survey and other assessment activity by collecting data, coordinating with other College departments as appropriate, and adhering to reporting deadlines;
- Assist with other Institutional Effectiveness special projects as assigned
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Technical Competencies:
- Skill in using relevant computer software, e.g. Microsoft Office products
• Ability to use electronic assessment and survey tools
• Experience with grant/contract oversight activities and technical report writing
• Ability to gather and present data in appropriate formats (text, flowcharts, graphs, spreadsheets)

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
- Documented two (2) years 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 researching grants and developing applications

Projected Work Hours/Location:
This position will primarily work 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. on Friday. A flexible schedule or additional hours to include evenings and/or weekends as needed. Position will be assigned to the Macon Campus with travel to additional locations and other professional travel as needed.

Salary / Benefits:
Annual gross salary will be based on the candidate’s highest qualifying degree based on meeting published minimum and preferred qualifications. This is a 12-month, 40-hour per week, full-time position and is eligible for 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 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 electronic 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)
3. 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.

4. 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@centralgatetech.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: cajohnson@centralgatetech.edu.

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