



## **Position Announcement September 2025**

<b>Position:</b>	Student Affairs Assistant
<b>Position Status:</b>	Fulltime
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	To be determined
<b>Work Schedule:</b>	40 hours per 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 after September 23, 2025 based on candidate(s) selection.*

### **Position Description:**

The Student Affairs Assistant is responsible for performing administrative and clerical duties in support of the Student Affairs program, specifically the Athletics and Compliance department. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position will require travel to any of the locations with the College's service area and other travel as necessary.

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

- Provides secretarial and clerical duties in support of the student affairs programs.
- Assist with information sessions and tours for prospective students
- Assist campus life staff with scheduled activities and events
- Greets visitors and/or students and determines the nature of their business and provides appropriate information or refers to appropriate personnel.
- Assists with career fairs, information fairs, and other recruitment events
- Maintains inventory of campus life and athletic equipment and supplies.
- Assists with all sports game day operations
- Assist coaches with travel and food arrangements when needed
- Assist with conducting study hall when needed
- Completes all trainings in a timely manner
- Other responsibilities as assigned

### **Competencies:**

- Knowledge of the mission of postsecondary technical/education
- Knowledge of the admissions process and related TCSG policy and procedures
- 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
- Knowledge of department and college policies and procedures

**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 or Warner Robins Campus, to be determined, with travel to additional CGTC locations and other travel as needed.

**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 one (1) year of 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:*

- Earned Bachelor's degree from an educational institution that is accredited by an agency recognized by the United States Department of Education.
- Documented working knowledge of the Banner student information system
- Documented work experience in a higher education setting

**Salary/Benefits:**

**Annual gross salary range of \$33,280 (HS Diploma/Equivalent) to \$35,604 (Associate degree).** The actual annual gross will be determined by the candidate's highest qualifying degree based on meeting published minimum and preferred qualifications. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and 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](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).

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